

Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:

Address:

City:

State: Zip Code:

B. DUNS No.

II. Is the applicant currently receiving EPA Assistance? ☐ Yes ☒ No

III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes ☒ No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes ☐ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95)

☒ Yes ☐ No

a. Do the methods of notice accommodate those with impaired vision or hearing?

☒ Yes ☐ No

b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?

☒ Yes ☐ No

c. Does the notice identify a designated civil rights coordinator?

☒ Yes ☐ No

VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. 7.85(a))

☐ Yes ☒ No

IX. Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)

☒ Yes ☐ No

- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.**

Yes. Name: LeWanda Gipson. Title: Chief Financial and Administrative Officer. Mailing Address: 23855 Denton, Suite B, Clinton Township, MI 48036. Email address: lgipson@cleanwater.org. Fax number: (586)783-4033. Telephone number: (586) 783-3277 x719.

- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet Address for, or a copy of, the procedures.**

Yes. Procedures are outlined in the Clean Water Action and Clean Water Fund Employee Handbook for Non-Canvass Employees - pages 2-5 (SEE ATTACHMENTS).

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

Andrea Herrmann

B. Title of Authorized Official

Pennsylvania State Director

C. Date

03/25/2022

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. *Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

*** See Instructions**

Instructions for EPA FORM 4700-4 (Rev. 06/2014)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973. The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification. * Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248164828
Feb. 03, 2014 LTR 4168C 0
52-1043444 000000 00
00035748
BODC: TE

CLEAN WATER FUND
1444 I ST NW STE 400
WASHINGTON DC 20005

050294

Employer Identification Number: 52-1043444
Person to Contact: Tonya Morris
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 23, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1977.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248164828
Feb. 03, 2014 LTR 4168C 0
52-1043444 000000 00
00035749

CLEAN WATER FUND
1444 I ST NW STE 400
WASHINGTON DC 20005

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

Other Attachment File(s)

* Mandatory Other Attachment Filename:

Add Mandatory Other Attachment

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To add more "Other Attachment" attachments, please use the attachment buttons below.

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EPA KEY CONTACTS FORM

OMB Number: 2030-0020
Expiration Date: 06/30/2024

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name:	Prefix: Mr.	First Name: Myron	Middle Name:
	Last Name: Arnowitt	Suffix:	
Title:	Pennsylvania State Director		
Complete Address:			
Street1:	100 5th Ave		
Street2:	Suite 1108		
City:	Pittsburgh	State:	PA: Pennsylvania
Zip / Postal Code:	15222	Country:	USA: UNITED STATES
Phone Number:	(412) 765-3053	Fax Number:	
E-mail Address:	marnowitt@cleanwater.org		

Payee: *Individual authorized to accept payments.*

Name:	Prefix: Ms.	First Name: LeWanda	Middle Name:
	Last Name: Gipson	Suffix:	
Title:	Chief Financial and Administrative Officer		
Complete Address:			
Street1:	P.O. Box 188		
Street2:			
City:	Mt Clemens	State:	PA: Pennsylvania
Zip / Postal Code:	48046	Country:	USA: UNITED STATES
Phone Number:	(586) 783-3277 Ext. 719	Fax Number:	(617) 338 6449
E-mail Address:	lgipson@cleanwater.org		

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name:	Prefix: Mr.	First Name: Myron	Middle Name:
	Last Name: Arnowitt	Suffix:	
Title:	Pennsylvania State Director		
Complete Address:			
Street1:	100 5th Ave		
Street2:	Suite 1108		
City:	Pittsburgh	State:	PA: Pennsylvania
Zip / Postal Code:	15222	Country:	USA: UNITED STATES
Phone Number:	(412) 765-3053	Fax Number:	
E-mail Address:	marnowitt@cleanwater.org		

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: **Prefix:** Mr. **First Name:** Maurice **Middle Name:** M.

Last Name: Sampson **Suffix:** II

Title: Director, Eastern Pennsylvania

Complete Address:

Street1: 1315 Walnut Street

Street2: Suite 1650

City: Philadelphia

State: PA: Pennsylvania

Zip / Postal Code: 19107

Country: USA: UNITED STATES

Phone Number: 215-545-0250 Ext. 263

Fax Number:

E-mail Address: msampson@cleanwater.org

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. EPA - Enhanced Air Quality Monitoring for Communities Grant Program	66.034	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="340,880.00"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="340,880.00"/>

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	EPA - Enhanced Air Quality Monitoring for Communities Grant Program				
a. Personnel	\$ 36,400.00	\$	\$	\$	\$ 36,400.00
b. Fringe Benefits	12,740.00				12,740.00
c. Travel	1,950.00				1,950.00
d. Equipment	111,790.00				111,790.00
e. Supplies	23,500.00				23,500.00
f. Contractual	154,500.00				154,500.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	340,880.00				\$ 340,880.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 340,880.00	\$	\$	\$	\$ 340,880.00
7. Program Income	\$ 0.00	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	EPA - Enhanced Air Quality Monitoring for Communities Grant Program	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.	N/A	0.00	0.00	0.00	0.00
10.	N/A	0.00	0.00	0.00	0.00
11.	N/A	0.00	0.00		0.00
12. TOTAL (sum of lines 8-11)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 211,696.00	\$ 130,319.00	\$ 30,034.00	\$ 26,309.00	\$ 25,034.00
14. Non-Federal	\$ 0.00	0.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$ 211,696.00	\$ 130,319.00	\$ 30,034.00	\$ 26,309.00	\$ 25,034.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	EPA - Enhanced Air Quality Monitoring for Communities Grant Program	\$ 211,696.00	\$ 87,223.00	\$ 41,961.00	\$ 0.00
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 211,696.00	\$ 87,223.00	\$ 41,961.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: See narrative	22. Indirect Charges: None
23. Remarks:	

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Project Narrative File(s)

* **Mandatory Project Narrative File Filename:** 1238- Community Air Monitoring Project (CAMP).pdf

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

03/25/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

OAR-OAQPS-22-01

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Clean Water Fund

* b. Employer/Taxpayer Identification Number (EIN/TIN):

52-104344

* c. Organizational DUNS:

1265128700000

d. Address:

* Street1:

1315 Walnut Street, Suite 1650

Street2:

* City:

Philadelphia

County/Parish:

* State:

PA: Pennsylvania

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

19107-4723

e. Organizational Unit:

Department Name:

Clean Water Fund Pennsylvania

Division Name:

Eastern Pennsylvania

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Myron

Middle Name:

* Last Name:

Arnowitz

Suffix:

Title:

Pennsylvania State Director

Organizational Affiliation:

Clean Water Fund

* Telephone Number:

(412) 765-3053, Ext 403

Fax Number:

* Email:

marnowitz@cleanwater.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.034

CFDA Title:

Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities
Relating to the Clean Air Act

* 12. Funding Opportunity Number:

EPA-OAR-OAQPS-22-01

* Title:

Enhanced Air Quality Monitoring for Communities

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

1239-Area in Philadelphia Affected by Proje

Add Attachment

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* 15. Descriptive Title of Applicant's Project:

Community Air Monitoring Program (CAMP)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant PA003

* b. Program/Project PA003

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 01/02/2023

* b. End Date: 06/30/2025

18. Estimated Funding (\$):

* a. Federal	340,880.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	340,880.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. * First Name: Myron

Middle Name:

* Last Name: Arnowitz

Suffix:

* Title: Pennsylvania State Director

* Telephone Number: (412) 765-3053 Fax Number:

* Email: marnowitz@cleanwater.org

* Signature of Authorized Representative: Andrea Herrmann * Date Signed: 03/25/2022

CLEAN WATER ACTION CLEAN WATER FUND

EMPLOYEE HANDBOOK

FOR NON-CANVASS EMPLOYEES*

EFFECTIVE JANUARY 2019

Except for the policies concerning discrimination, harassment, whistleblowing, and non-retaliation, any procedure or benefit described in this Handbook may be modified, suspended, discontinued, or deviated from at any time, without prior notice, unless required by law.

**Not all policies are applicable to segments of the Minnesota staff.*

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REFERENCE POLICY

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I. WELCOME

The personnel policies, standards, and procedures summarized in this handbook apply to non-canvass employees of Clean Water Action and Clean Water Fund. These policies may also be applicable to CWA employees who take temporary assignments with other allied organizations for special projects. Employees who take on such projects should inquire of their supervisor as to what policies are applicable. The policies and information in this manual do not apply to canvass staff members, who are covered by separate policies and procedures.

A. Clean Water Action

Clean Water Action (CWA) is a national 501(c)4 organization of diverse people and groups, joined together to protect our environment, health, economic well-being, and community quality of life. Goals include: clean, safe and affordable water; prevention of health-threatening pollution; creation of environmentally-safe jobs and businesses; and empowerment of people to make democracy work. CWA organizes strong grassroots groups and coalitions and campaigns to elect environmental candidates and to solve environmental and community problems. CWA has nearly one million members nationwide and has a canvass outreach program that takes our message directly to millions more each year.

B. Clean Water Fund

Clean Water Fund (CWF) is a national 501(c)(3) non-profit research and education organization which promotes the public interest on issues relating to water, waste, toxics, and natural resources. CWF's research, technical assistance, training, outreach and educational programs increase public understanding of environmental issues and promote environmentally sound policies. Contributions *ARE* tax-deductible to the extent permitted by law.

C. Handbook Overview

As an employee, you will be expected to carry out your job in a professional manner, being mindful that our responsibility to our members, community groups, and the public is of paramount importance, and work effectively with other Clean Water Action and Clean Water Fund staff as a member of a team.

This Employee Handbook summarizes some of Clean Water Action and Clean Water Fund's employment practices and the benefits that we currently offer our employees. Your benefits are more specifically described in our benefit manuals, which are reviewed and modified as the need arises. If there are any differences between this Handbook and Clean Water Action and Clean Water Fund benefit manuals, the benefit manual prevails.

CLEAN WATER ACTION AND CLEAN WATER FUND ARE AT-WILL EMPLOYERS. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, EITHER THE EMPLOYEE OR CLEAN WATER ACTION OR CLEAN WATER FUND MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY LAWFUL REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER OR REPRESENTATIVE OF CWA/CWF IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANYONE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME OR ON ANYTHING OTHER THAN AN “AT-WILL BASIS UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CEO OR APPROVED BY THE BOARD OF DIRECTORS.

For further information about any of the policies contained in this handbook, you may contact the National Managing Director.

Additional details regarding policies and procedures mentioned in this handbook can be found in other handbooks such as the Financial and Administration Manual. Additional information about the legal protections provided to employees can be found on the posters in each Clean Water Action and Clean Water Fund Office. (Please advise the National Managing Director if applicable state and federal posters are not posted in your office and copies will be supplied to you.)

This handbook spells out goals, standards, values, attitudes, and benefits that Clean Water Action and Clean Water Fund believe are important and encourages. These standards of conduct govern all Clean Water Action and Clean Water Fund employees (unless otherwise stated), and are intended to help provide a friendly and productive atmosphere. Understanding of the importance of addressing institutional racism and inequity in society and commitment to equity and inclusion as organizational practice and culture are requirements for employment and promotion at Clean Water Action and Clean Water Fund.

At the same time, this handbook serves only as a general guide to what Clean Water Action and Clean Water Fund can reasonably expect from each employee in the conduct of its business. Therefore, neither this handbook, nor any of its provisions constitute an employment agreement or a guarantee of continued employment. Clean Water Action and Clean Water Fund reserve the right to amend the statements herein at any time.

II. EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

*Complaints or allegations of discrimination or harassment **MUST** be reported at once to the National Managing Director. If the alleged policy violation involves the National Managing Director, the report must be made to the President.*

Prohibition of Discrimination

As an equal opportunity employer, Clean Water Action and Clean Water Fund are dedicated to non-discrimination in every aspect of employment. No person is to be discriminated against in employment because of race, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, disability, marital status, or any other ground prohibited by applicable federal, state, or local law. Employees should consult the posters in each workplace to determine all the specific characteristics protected by state or local law.

This equal opportunity policy applies to veteran status or any other legally protected characteristic. This policy covers all aspects of employment, including hiring, promotions, terminations, pay, and the work environment.

Prohibition of Offensive Behavior and Remarks

Clean Water Action and Clean Water Fund is committed to providing a work environment free from offensive behavior or statements directed at a person's race, gender, or any other protected status. This policy prohibits such offensive behavior and remarks in the presence of other employees, contractors, visitors, potential donors, donors, and any other persons. Please note that this policy prohibits such offensive behavior or statements in the workplace, while representing Clean Water Action and Clean Water Fund, or during travel or overnight stays paid for by Clean Water Action or Clean Water Fund that are derogatory of any person because of race, gender, or any other protected status **even if no one who is present is offended by the behavior or remark.**

Please note that in some cases, Clean Water Action and Clean Water Fund's policy prohibits conduct that may not be prohibited under applicable law.

The types of prohibited behavior include, but are not limited to, the following:

1. Any offensive or demeaning epithet or remark referring to race, gender, or other protected status, including that which is intended as humor;
2. Any offensive or demeaning comment, gesture, or other behavior directed toward another person because of that person's race, gender, or other protected status;
3. Use of Clean Water Action and Clean Water Fund property to display or store material that is demeaning or offensive on the basis of race, gender, or other protected status (specifically including any use of Clean Water Action and Clean Water Fund's computers to view or store photos or videos depicting nudity or sexual conduct);
4. Sharing or displaying any item or material that is demeaning or offensive on the basis of race, gender, or other protected status;

5. Defacing any property for purposes of conveying a demeaning or offensive message based on or referring to race, gender, or other protected status; or
6. Creating any graffiti or other anonymous communication that refers to race, gender, or any other protected status.

Prohibition of Sexual Harassment and Other Inappropriate Behavior

Clean Water Action and Clean Water Fund prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

This prohibition of sexual harassment and other inappropriate behavior extends to conduct or statements directed toward employees, contractors, potential donors, donors, visitors, and others that employees may come in contact with while working, representing Clean Water Action or Clean Water Fund, or during travel or overnight stays paid for by Clean Water Action or Clean Water Fund.

Zero Tolerance

Clean Water Action and Clean Water Fund do not tolerate any type of discrimination, harassment, or offensive behavior based on a protected status. **All** proven violations of Clean Water Action and Clean Water Fund's policies against discrimination, harassment, and offensive behavior will result in appropriate discipline of the employee, up to and including termination.

Reporting Violations and Questions

Any person who believes that he/she/they is being subjected to behavior or statements that violate this Policy of Equal Employment Opportunity or is aware of such prohibited conduct directed toward another person has a responsibility to report the matter at once to the National Managing Director by sending an email to noharassment@cleanwater.org or calling (561) 336-5800. If the report involves the National Managing Director, the report should be made to the President (bwendelgass@cleanwater.org (202) 895-0420 x265). If the report involves the President, it should be made to the chair of the Board of Directors (krkoeze@gmail.com). Employees **MUST** come forward at once when violations occur or there is a need for further information or assistance. Any alleged policy violations will be investigated, maintaining confidentiality to the fullest extent consistent with a thorough investigation. Please note that a report of harassment or discrimination to any other

member of management is **NOT** sufficient under this policy. Such behavior must be reported to the National Managing Director (or the President or the Chair of the Board), who will involve others as appropriate.

Additionally, anyone who learns about alleged harassment or discrimination, even if he/she/they did not personally witness the alleged discrimination or harassment, must immediately make a report.

Prohibition of Retaliation

There will be no unlawful retaliation against any employee for making a good faith report of alleged violations of our policy against discrimination, harassment, or offensive behavior; opposing any practice reasonably believed in good faith to be unlawfully discriminatory; or participating in an internal or government investigation of possible discrimination. Any employee who engages in prohibited retaliation will receive appropriate discipline, up to and including termination.

Pregnancy and Childbirth

In accordance with federal and state law, Clean Water Action and Clean Water Fund treat women affected by pregnancy, childbirth or related medical conditions at least as well as other employees with temporary disabilities.

Government Agencies

In addition to reporting complaints of discrimination or harassment to the National Managing Director, you have the right to file a complaint with the federal Equal Employment Opportunity Commission or a local employment rights agency. Telephone numbers for these agencies may be obtained from the EEO posters or from the National Managing Director.

Reasonable Accommodation

Clean Water Action and Clean Water Fund will make reasonable accommodations for persons with statutorily protected disabilities when this will permit the person to perform the essential functions of the job and does not impose an undue hardship. Clean Water Action and Clean Water Fund will also make reasonable accommodation for the religious needs of employees where such accommodation can be made without undue hardship, as required by law. Clean Water Action and Clean Water Fund will also make reasonable accommodations for pregnancy and pregnancy-related conditions that do not impose an undue hardship as required by state or local law.

B. ETHICAL CONDUCT AND WHISTLEBLOWER PROTECTION

All Clean Water Action and Clean Water Fund employees must observe high standards of personal and professional ethics in dealing with persons both inside and outside Clean Water Action and Clean Water Fund.

Under this Ethical Conduct & Whistleblower Protection Policy, each Clean Water Action or Clean Water Fund employee has an obligation to report any of the following types of wrongdoing: (a) Any violations of law, (b) improper accounting or auditing matters, and (c) any dishonest conduct.

A report of suspected wrongdoing may be made in person, by telephone, or in writing to the National Managing Director, the President, or Clean Water Action and Clean Water Fund's outside counsel, Doug Herbert (202) 659-1400. Any such complaints may also be made to governmental authorities.

While anonymous complaints are accepted, it may be difficult to investigate anonymous complaints fully and fairly, so Clean Water Action and Clean Water Fund encourage employees to give careful consideration before seeking anonymity.

Any supervisor or department head who receives a report of suspected wrongdoing must immediately notify the National Managing Director, the President, or Clean Water Action and Clean Water Fund's outside counsel Doug Herbert (202) 659-1400.

Clean Water Action and Clean Water Fund prohibit any type of retaliation against any employee who makes a good faith report of conduct reasonably believed to be wrongdoing as defined in this Ethical Conduct and Whistleblower Protection Policy and any type of retaliation prohibited by applicable federal, state, or local law. The report will be investigated and even if it is determined there has been no wrongdoing, the individual making such a good faith and reasonable report will not be fired, disciplined, or retaliated against in any way. Any Clean Water Action and Clean Water Fund employee who engages in such prohibited retaliation will be disciplined or terminated, depending on the circumstances.

All reports of suspected wrongdoing will be promptly investigated and appropriate corrective action will be taken if the investigation substantiates the report. Reports of wrongdoing and the follow-up investigations will be kept confidential to the extent practicable, consistent with the need to conduct a thorough and fair investigation. Disclosure of reports of wrongdoing to those not involved in the investigation (other than government officials or counsel) is prohibited. It is the responsibility of every employee to cooperate fully with the investigation of any alleged wrongdoing.

NOTE: Reports of violations of the Equal Employment Opportunity Policy should be raised under the procedures set forth in that Policy, which are different from the reporting procedures under this Ethical Conduct & Whistleblower Protection Policy. For example, anonymous reports are not sufficient under the Equal Employment Opportunity Policy.

C. CONFLICTS OF INTEREST

A conflict of interest arises when an employee's personal interest in a business or some obligation the employee owes to someone else comes into conflict with the employee's obligation to Clean Water Action and Clean Water Fund. It means using the employee's position to advance his/her own personal gain or the gain of others, or where a person might reasonably perceive that such a benefit or influence might exist.

It is the responsibility of all employees to conduct personal, financial and business affairs to avoid conflicts of interest – or the appearance of a conflict. Employees have a duty to disclose any possible conflict and recuse themselves from participating in any discussion in which the employee has, or may be perceived as having, a conflict of interest. Positions with Clean Water Action or Clean Water Fund must never be used for private gain for any employee, members of an employee's family, or any other person.

No employee may solicit anything of value for themselves or others as an inducement for a transaction with Clean Water Action or Clean Water Fund. With limited exceptions, employees may not accept entertainment and gifts from persons doing or seeking to do business with Clean Water Action or Clean Water Fund. The only exception to this general rule is that non-cash gifts of reasonable value at a holiday season or in connection with a special event such as a wedding, birth of a child or a promotion, when the gift is unsolicited and is not intended to influence the employee in connection with a transaction, are permitted. In the event an employee receives a gift that is not permissible, the gift should either be returned to the donor or, when a return is impossible or inappropriate, it should be reported to the employee's supervisor and if practical, donated to an appropriate charity.

D. STANDARDS OF CONDUCT

It is important that our staff members conduct themselves professionally at all times when dealing with the public and with our co-workers.

Our ability to maintain a high quality staff requires that the staff be responsible for an acceptable record of attendance, punctuality, and ability to work well in group situations. We also expect and require that our staff show courtesy and consideration for co-workers.

The following are examples of misconduct that can result in disciplinary action ranging from verbal warning or counseling to immediate termination, depending on the nature and severity of the violation:

- Refusing to obey the lawful direct request of a supervisor.
- Repeated tardiness or absenteeism, or failure to give timely notice of absences or tardiness.
- Committing any criminal act that involves dishonesty, theft, breach of trust, fraud, or other offense that would call trustworthiness into question.
- Willfully damaging the property of CWA/CWF, other employees, or members of the public.
- Rudeness, disrespectfulness, or argumentiveness in dealing with members of the public, visitors, fellow employees, or supervisors.
- Harassment, abusive language, threats of any kind, microaggressions, or violence directed against visitors, employees, or supervisors.
- Abuse of any leave program.
- Providing unauthorized persons with confidential information concerning CWA/CWF or their donors.
- Unsatisfactory work performance or unsatisfactory work effort.

- Unauthorized use of CWA/CWF or credit cards.
- Excessive personal telephone calls during working hours.
- Making false or malicious statements about CWA/CWF, fellow employees, or members of the public contacted as part of the employee's work duties.
- Engaging in or threatening workplace violence.
- Falsifying or altering any CWA/CWF or document such as an employment application, timesheet, or expense report.
- Misusing CWA/CWF communications systems, including electronic mail, computers, Internet access, and telephones.
- Violating any of the policies in this Handbook or any other written policies or failing to follow any of the procedures in this Handbook.
- Reckless or unsafe conduct.
- Sleeping on the job without authorization.
- Use of CWA/CWF or computers or other equipment to store or view pornographic materials.
- Possession of weapons on our premises or while on duty.
- Performing outside work or use of CWA/CWF property, equipment, or facilities in connection with outside work while on organization time.
- Solicitation of funds from other employees (except for solicitation of reasonable amounts for employee events such as birthday lunches and baby/wedding showers).
- Any conduct that is contrary to the interests of CWA/CWF.

The preceding list is not all-inclusive, but only illustrates some of the types of conduct that are unacceptable. There are other types of conduct for which disciplinary action, including immediate termination, is appropriate. The above list is not intended to restrict the right to terminate at-will for any lawful reason. We emphasize that disciplinary decisions will be based on an assessment of all relevant factors.

Disciplinary action may include a verbal warning and/or counselling, a written warning, suspension with or without pay and/or termination; however, these are not linear disciplinary "steps" that will be utilized in every instance. CWA/CWF do not guarantee that one form of disciplinary action will necessarily precede another. Instead, discipline is based on a case-by-case basis and CWA/CWF will apply the consequence deemed most appropriate for the situation.

E. FAMILY MEMBERS AND NON-FRATERNIZATION

One family member may not supervise another family member or participate in employment decisions concerning that family member. (Exceptions may be made for supervisors who work at multiple locations and who only occasionally supervise a family member.) Similarly, employees who have had children together may not supervise one another.

Employees who marry or develop romantic or sexual relationships may continue employment as long as there is not a direct or indirect supervisor/subordinate relationship between such employees or an actual conflict of interest or the appearance of a conflict of interest. We ask Clean Water Action and Clean Water Fund's exempt staff to refrain

from having romantic relations with any non-exempt or subordinate staff. Further, in order to reduce the potential for actual or perceived preferential treatment of staff based on personal relationships instead of professional criteria, employees must inform their Supervisor if they have or have had an on-going sexual or romantic relationship with another member of the staff. Management may take action in response to such disclosures including but not limited to: having the two individuals in the relationship work in separate departments, transfer of the supervision to another person, or transfer to a different office location. Managers who fail to take action when they know (or reasonably should have known) of a situation involving a violation of our non-fraternization policy are subject to disciplinary action, including suspension, demotion and termination.

III. JOBS AND CONDITIONS OF EMPLOYMENT

A. Job Applications:

Clean Water Action has a standardized **job application and Voluntary EEO Form that cannot be changed**. The job application must be completed in its entirety. The Voluntary EEO Form is entirely voluntary and whether it is completed is at the discretion of the applicant. If applicants complete the Voluntary form, it must not be made available to anyone involved in the hiring decision or interview process and should be stored separately from the application. A copy of the job application, and if completed, the Voluntary EEO Form, should be provided to the Financial Department if the applicant is hired with the new hire paperwork. For job applicants we do not hire, offices must send any Voluntary EEO Forms to the Financial Department.

B. Terms of Employment:

An agreed upon term of employment, if any, must be clearly specified in the work agreement. This work agreement must be signed by the supervisors from the respective Departments and the National Managing Director or the President, and the employee. In the absence of such a signed work agreement specifying a term of employment, the term of employment is "at will." This means that both the employee, Clean Water Action and Clean Water Fund have the right to terminate employment at any time for any lawful reason or without any reason. Nothing in this handbook or any oral or written representation by any employee, official, manager, or supervisor of Clean Water Action and Clean Water Fund will be construed as a contract of employment.

C. Exempt/Non-Exempt Status

All employees are classified for compensation purposes as either "exempt" or "non-exempt" under the federal Fair Labor Standards Act and as appropriate state legislation. Non-exempt employees are paid on an hourly basis. Non-exempt employees who work more than 40 hours in a continuous 7-day period (Sunday thru Saturday) will receive overtime pay at the rate of 1.5 times their regular hourly rate for all hours worked in excess of 40 hours per week (and as required by applicable state laws). Some states and municipalities have differing laws concerning overtime. Please see Appendix E for a summary of these laws.

Managers should manage their subordinates' work schedules so as to avoid overtime. No non-exempt employee may work overtime without first receiving approval from his or her supervisor and working without such prior approval will result in discipline or termination.

Exempt employees are paid on a salary basis and do not receive overtime pay. The regulations concerning the categorization of employees as "exempt" or "non-exempt" are too detailed to be summarized here, but in general, exempt employees fall within the categories of Executive, Administrative, Professional, and Sales. In some states, there are laws that add to the requirements of the federal Fair Labor Standards Act.

If an exempt person wants to take an occasional unpaid personal day, he/she/they must complete a PERSONAL DAY FORM. Forms must be signed by the employee, supervisor and the original must be sent to the Clinton Township office to be placed in the employee's personnel file.

CWA and CWF are committed to paying employees correctly and accurately. Its policy is to prohibit improper deductions from any paycheck. In particular, CWA's and CWF's policy prohibits any deductions from the salaries of exempt employees that are not permitted by 29 C.F.R. § 541/602(a); if an exempt employee is ready, willing, and able to work, deductions will not be made for times when work is not available during the week.

However, from time to time it is possible that CWA or CWF might inadvertently deduct pay inappropriately, fail to pay overtime when due, or mischaracterize a job as exempt. If you believe improper deductions have been made or appropriate overtime has not been paid, please contact the National Managing Director. Clean Water Action and Clean Water Fund are committed to reimbursing employees if there have been improper deductions or failure to pay overtime and any errors will be promptly corrected. There will be no retaliation against any employee who makes an inquiry or requests an examination of their pay history. If you have questions about the particular overtime laws in the state where you work, please contact the National Managing Director.

D. Classification System

All jobs/positions within Clean Water Action and Clean Water Fund (not including canvass or temporary positions) are defined as being in a specific Job Classification created by the organization. Criteria and requirements have been established for each job classification. These are used to place each position within the correct classification, and also to evaluate an individual's qualifications for a particular position.

There are ten specific job classifications. They are: Financial and Administrative (3 categories), Program Staff (3 categories), Senior Management Staff (3 categories), and Exempt (positions including salary set directly by the Board of Directors).

Each job classification has a defined salary range for base pay. Once a job has been placed in a classification, the specific salary for that job is based on the individual staff

person's qualifications (as defined by the criteria and requirements) up to the maximum salary amount budgeted by the organization for the position.

Classifications are based on a number of factors including, but not limited to: level of responsibility/job description, fundraising responsibility, number of people supervised, size of budget, number of office locations supervised, job experience, number of volunteer/leader relationships responsible for, academic and/or professional credentials, difficulty in filling assignment/organizational need, special job requirements (such as travel) and time commitment to the organization.

E. Work Agreements and Performance Evaluations

Our goal is that each Clean Water Action and Clean Water Fund employee will have a current written work agreement. Managers should provide evaluations as close to the employee's official anniversary month for their current position. Ideally, annual performance evaluations will be planned in advance in order to avoid any delay in the employee receiving their annual raise. Where feasible, the employee should be given advance notice, questions, and time to do a self-evaluation. In many situations, managers should solicit feedback from people who work with the employee being evaluated. In some situations, working with an employee to develop achievable goals, objectives, and future action plans may take more than a single discussion.

After the evaluation, a draft revised work agreement should be sent for review to the National Managing Director. Once approved and with all the applicable signatures, the work agreement and the performance review Transmittal should be sent to the Financial Department for processing. For new employees, our goal is that a performance evaluation should take place during the initial 90-day introductory period. Our hope is that performance evaluations will be valuable tools that serve the organization's priority management needs and our employees' needs for fair evaluation and clear feedback and direction.

Supervisors are provided an employee work agreement template, performance evaluation template, and performance evaluation transmittal form (see Financial and Administrative Manual and Intranet for forms).

F. Job Classifications and Salary Levels (Non-Canvass Staff)

The following annual raise amounts may be available to employees on an annual basis, but such raises may be denied for performance reasons or the organization's financial circumstances. *The job classifications and salary levels do not apply to canvass staff.*

<u>Financial and Administrative Staff:</u>	<u>ANNUAL RAISE AMT.</u>
FA1 - Senior Financial and Admin Staff	\$1,600
FA2 - Financial and Administrative Staff	\$1,500
FA3 - Financial and Administrative Staff	\$1,200

Program Staff:

PS1 - Senior Program Staff	\$1,600
PS2 - Program Staff	\$1,500
PS3 - Program Staff	\$1,200

Senior Management Staff:

SM1 - National Department and Regional Directors	\$2,000
SM2 - State Directors/CCI Canvass Supervisors	\$1,700
SM3 - State Directors	\$1,500

G. References

Employees and Managers should refer ALL outside requests concerning employees and past employees to the Payroll and Benefits Department at benefits@cleanwater.org. If an employee or manager would like to provide a reference, they must request permission from the National Managing Director or the President.

The Payroll and Benefits Department normally will release personnel information only in writing. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. Clean Water Action and Clean Water Fund generally releases only the employment dates, position held, and location of job site, but may provide more substantive references where the employee signs the reference authorization attached as Appendix A to this Handbook.

IV. BENEFITS

Clean Water Action and Clean Water Fund currently offer a package of benefit plans. Except where otherwise required by federal, state, or local law, staff members working at least twenty-one (21) hours per week are currently eligible to participate in our benefit plan (includes health and dental).

Staff members who have met the eligibility requirements and are interested in enrolling in one of these Benefit Plans may do so by completing the appropriate enrollment forms. The Payroll and Benefits Administrators will their best to contact employees at the appropriate time regarding enrollment for these benefits. However, it is the direct Manager/Supervisor's responsibility to keep track of when his or her employees become eligible to participate in such plans as it is important that the necessary paperwork is completed and submitted to the benefits@cleanwater.org within the eligibility period to ensure timely processing.

Note to Managers/Supervisors: The enrollment forms are located on the Intranet and should be downloaded and given to eligible employees. The eligibility period lasts thirty (30) days from the date an employee becomes eligible.

Please note that the precise calculation for hours worked per week is calculated on a Pay Period basis, thus in order to be eligible for benefits and to accrue benefits staff must be paid for at least 42 hours per pay period (except for sick leave and where otherwise

required by state or local law). For example, if you are paid for only 40 hours (either work or paid benefit hours) in a pay period, you would not accrue any sick or vacation time for the 40 hours worked, even if during other pay periods you worked at least 42 hours. Employees enrolled in our health plan must consistently be paid for at least 42 hours per pay period.

Part-time status is calculated on a pro-rated basis for any pay period in which less than ten days are paid days according to the proportion of actual paid days divided by 10 days. For example: 8 paid days out of 10 pay period days = 80% full time. This calculation is applied to accrual of sick and vacation days, holiday pay, and on an ongoing basis to determining health insurance premium co-pays.

Clean Water Action and Clean Water Fund reserves the right to amend, modify, and alter any or all of these plans at any time. Rates and plans may be adjusted annually.

A. Benefit Plans

The following is only a summary of the benefit plans offered to our employees and this summary does not include all details of the relevant policies. In the event of a conflict between the following summaries and the language of the benefit plan itself, the language of the benefit plan is controlling.

Health, Dental, and Life Insurance

Clean Water Action and Clean Water Fund currently offer three (3) health, dental, and life insurance plans for its eligible employees and their dependents. These plans are available to employees at a cost depending on the plan selected and employee's length of service. Please refer to detailed information regarding these plans and the costs associated with each that can be found on the Intranet. Clean Water Action and Clean Water Fund also contribute to individual coverage and to dependent coverage depending on the employee's length of service. **Note:** Each plan is set as a package to include health, dental, and life insurance. Employees may not elect to participate in one part of the plan only (e.g., only health insurance).

Staff members who have met the eligibility requirements and are interested in enrolling in one of these Benefit Plans may do so by completing the appropriate enrollment forms.

Clean Water Action and Clean Water Fund reserve the right to amend, or discontinue any or all of these plans at any time. Rates and plans may be adjusted in the fall annually. Detailed Benefit Plan information is also available on the Intranet (Please note that rates and plans may be adjusted annually).

401k Plan

All employees working at least twenty-one (21) hours per week are eligible to participate in Clean Water Action and Clean Water Fund's 401k plan after six (6) months of employment. Employees interested in enrolling in the 401k program may only do so during open enrollment periods in June and the fall open enrollment period.

Flexible Spending Account (FSA)

Clean Water Action and Clean Water Fund currently offers employees working at least twenty-one (21) hours per week and who have been employed for at least 12 (twelve) months an opportunity to set aside pre-tax dollars by participating in the Flexible Spending Account and/or Dependent Care Account. The Flexible Spending Account is a reimbursement account used to pay for eligible expenses not covered by your health plan for you, your spouse, and dependents. The Dependent Care Account is a reimbursement account used to pay for dependent childcare expenses such as daycare. Employees interested in enrolling in the plan may only do so during the fall open enrollment period. Employees who wish to enroll in this plan do not have to be enrolled in our health plan in order to do so. For more information, please contact the Financial Department.

COBRA Health Insurance Continuation

If a covered employee leaves Clean Water Action or Clean Water Fund's employment for any reason, they are entitled to receive continued health insurance coverage at their own expense. In this circumstance, Clean Water Action or Clean Water Fund must send a letter indicating their option to enroll in the COBRA program.

It is vital that the Financial Department receives an employee separation form in a timely manner and should include an accurate address to make sure we send the COBRA notification as required by law. Former employees have 60 days from the later of the date when they receive notice or when they lose coverage as an employee to notify Clean Water Action or Clean Water Fund of their intention to continue coverage through the COBRA program. The former employee must provide a check for the required premium amount to Clean Water Action by the 1st day of each month.

Further information about COBRA health insurance continuation will be provided upon separation from employment or other COBRA qualifying events.

B. Holidays and Personal Days

Full-time employees will receive the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving and the Day after
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Employees who are on a leave of absence, layoff, or otherwise not actively employed by the Employer at the time the holiday falls are not eligible for holiday pay. Regular part-time employees working at least twenty-one (21) hours per week receive a pro-rata share of holiday pay for any holiday on which they were scheduled to work.

Any holiday falling on a Sunday will be observed the following Monday. Any holiday falling on Saturday will be observed on the preceding Friday. In some cases, Clean Water Action canvass staff in a particular office may observe an above specified holiday

falling on a weekend on a different schedule than stated above for employees covered by this handbook. In such cases, those employees will have the option of observing the holiday on the canvass schedule (e.g., the Fourth of July happens to fall on a Saturday. The canvass staff observes the holiday on Monday rather than Friday. Staff covered by this handbook could choose to observe on either day).

At the beginning of the calendar year, all full-time employees who are on staff as of January 1st will receive three (3) personal days. All part-time employees who are on staff as of January 1st will receive a pro-rata share of three (3) personal days (e.g., work 50% time receive 1.5 days). For new full-time employees who start after January 1st, you will receive a pro-rata share of (3) days (e.g. start March 1st you would receive 2.5 days). For new part-time employees, who start after January 1st you will receive a pro-rate share of personal days. These days must be used by end of the same calendar year, they are forfeited* (*California employees can carry over these days). You will not be paid for any unused personal time if you leave our employment.

C. Leave Policies

Except for regular sick leave, it is the responsibility of the employee and his/her/their supervisor to *immediately* convey to the National Managing Director if an employee requests any type of paid or unpaid leave. *Please note that if an employee who is on an approved leave of absence does not return to work on the agreed upon time and fails to communicate and receive an approval for an extension in writing, that employee will be considered to have resigned.*

1. Vacation Leave

After completion of the 90-day introductory period, full-time employees accrue the following number of paid vacation days per year, subject to advance notice requirements below, depending on the number of years of full-time employment they have completed. Please note that vacation time is accrued on a pay period basis (e.g. if an exempt employee is entitled to 15 vacation days per year, each pay period they have accrued .58 days.) Changes in accrual rates take effect in the next payroll period following the employee's anniversary date.

Please refer to your work agreement to determine your job classification, status (e.g., non-exempt or exempt). Exempt employees accrue additional vacation days in recognition of the extra time they typically put in as a regular requirement of their jobs. The maximum number of paid vacation days that can be accrued is listed in the chart below. Vacation days up to this amount may be carried forward and used later. Beyond this point, no further accruals will be permitted. While working at Clean Water Action and Clean Water Fund, vacation benefits will not be paid as cash wages in lieu of taking time off.

YEARS EMPLOYED	ACCRUAL RATE NON-EXEMPT	ACCRUAL RATE EXEMPT	ACCRUAL CAP NON-EXEMPT	ACCRUAL CAP EXEMPT
1	10	15	10	15
2	10	15	11	16
3	11	16	12	17
4	11	16	13	18
5	12	17	14	19
6	12	18	14	20
7	13	18	15	20
8	13	19	15	21
9	14	19	16	21
10	15	20	16	21
11	16	21	17	22
12	17	22	17	23
13	18	23	18	23
14	19	24	19	24
15	20	25	20	25
16-19	22	27	22	27
20-24	24	29	24	29
25 and up	26	31	26	31

The scheduling of all vacations must be approved in advance by the employee's supervisor, and vacations must be scheduled at times that are consistent with the needs of the organization.

Employees are asked to follow additional guidelines related to advance notice, although supervisors may, at their discretion, permit vacation with less notice under unusual circumstances when work expectations will not be thereby disrupted.

- For up to two (2) days, two days' notice
- For 3-10 days three (3) weeks' notice
- For 11-15 days four (4) weeks' notice
- For 16-20 days five (5) weeks' notice
- For 21+ days six (6) weeks' notice

When an employee leaves Clean Water Action and Clean Water Fund's employment, he/she/they will be paid for any accrued but unused vacation days. Non-probationary part-time employees working at least twenty-one (21) hours per week accrue paid vacation on a pro-rata basis to reflect their part time status.

2. Sick Leave and Sick Leave Pool

All employees will receive 1 hour of sick time for every 30 hours worked. Sick hours are accrued each payroll period. Sick hours can be carried over from year to year. However, an employee may not accumulate more than 320 hours (40 days) of sick leave. When an

employee accrues 320 hours (40 days) of sick leave, the employee will not accrue further sick leave hours until the employee's sick leave balance goes below forty (40) days. If an employee is absent for reasons that entitle him, her, or them to sick leave he/she/they must notify the supervisor on or before the employee's starting time in order to receive sick leave pay (except in emergency situations in which advance notice is not feasible). Sick leave may be used for the illness, injury, medical treatment, absences related to sexual assault or domestic violence, of the employee; or to care for a member of an employee's immediate family, grandparents, including spouse/domestic partner, child, parents and parents-in-law, except where otherwise required by state or local law.

Several states and municipalities have laws affecting paid and unpaid sick leave and the purposes for which sick leave may be used. Please see Appendix E for a summary of our state-specific policies in compliance with these laws.

Upon leaving the employment of the organization, an employee *will not* be paid for unused sick leave.

Sick Leave Pool:

Clean Water Action and Clean Water Fund have created a sick leave pool that allows employees who have a catastrophic illness or injury but have either exhausted their sick and vacation time or do not have enough time accumulated. The pool is created and used only on a case-by-case basis as individual employees indicate a specific need.

The eligibility requirements are: staff must have completed 12 months of continuous employment; exhaust their accrued sick and vacation time; will be out of work for more than five business days; a health care provider has indicated that the employee will be out of work for extended period of time due to a serious illness or injury that includes hospitalization, surgery, or physician-order recuperation. For more information or to request days from the Sick Leave Pool, please contact the National Managing Director.

3. Bereavement Leave

After a death in the immediate family of an employee, Clean Water Action and Clean Water Fund give up to three days of bereavement leave, without loss of pay, to be taken by the employee within two weeks of the notification of the death. The immediate family includes a spouse/domestic partner, children, stepchildren, siblings, parents, in-laws (parents and siblings of partner/spouse), grandparents, and grandchildren. Regular part-time employees working at least twenty (21) hours per week receive a pro-rata share of paid bereavement leave.

4. Jury Duty Leave

Exempt and non-exempt staff are eligible for paid Jury Duty Leave after 180 days of employment. All employees may take unlimited leave without pay for mandatory jury duty. After six months of continuous employment, if a full-time employee is required to serve as a juror, Clean Water Action and Clean Water Fund will pay the employee the difference between the employee's daily jury duty pay and the regular straight-time pay

for any scheduled work time that is missed (or such other pay as may be required by applicable state law). To be reimbursed, employees must present a court voucher and proof of actual jury duty service. In the District of Columbia, employees who are in their first six months of service may receive paid jury duty leave for the first five days of jury duty.

Non-exempt employees serving on jury duty will have Saturdays and Sundays as days off during the term of that service, regardless of their normally scheduled work shifts. An employee required to be available for jury duty, but not required to be in court, must report to work, unless the employee has served jury duty for as many hours as the employee was scheduled to work. Utilization of the court call-in system, if available, is required.

5. Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other laws relating to the rights of veterans. Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right for up to five years of military service to return to the same position he/she/they held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his/her/their dependent health coverage for up to 24 months of uniformed service, but will generally be required to pay the full premium for the continuation coverage.

An employee requesting military leave of absence must notify both his/her/their supervisor and the National Managing Director and provide a copy of the official orders. Consistent with federal law, CWA will re-employ returning veterans who apply for reinstatement within 90 calendar days after release from active duty. This reinstatement will be to the employee's original position or to an equivalent position. Returning veterans will be treated as though they had remained actively employed by Clean Water Action during the period of military leave with regard to accrual of leave credits.

A military leave of absence will be granted if an employee is absent in order to serve in the uniformed services of the United States for a period of up to five years (not including certain involuntary extensions of service). An employee is eligible for military leave beginning the first day of employment. Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, or certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law.

Even though employees are not required to give notice to the employer prior to leaving work to pursue military service, employees are encouraged to provide as much advance notice as possible to their department head and the National Managing Director.

Employees eligible for vacation and sick days may use these benefit days for their military leave.

6. Childcare Leave

Full-time employees who have been with the organization at least one year and who commit to remain with the organization for at least one additional year are eligible for three weeks paid leave for the care of a newly born or adopted child (such leave must begin no later than twelve weeks after the birth or adoption of the child). Employees wishing to apply for this leave payment must complete a leave form, recommended by the supervisor and receive approval from the National Managing Director. The three weeks' pay will be given after the employee returns to work and completes one full pay period.

If an employee voluntarily leaves Clean Water's employment before fulfilling their one-year commitment the employee must reimburse Clean Water for the three weeks paid childcare leave from the employee's last paycheck.

This paid childcare leave is in addition to any paid sick leave that a mother may be entitled to as a result of any disability resulting from childbirth, pregnancy, or other related medical conditions, or any vacation leave that an employee may wish to take. An employee wishing to take childcare leave should consult with his or her supervisor to discuss the appropriate arrangements. Childcare leave will count toward the maximum leave allowed under the federal Family and Medical Leave Act (FMLA) and any similar state FMLA provisions.

7. Short-Term Leave of Absence

Clean Water Action and Clean Water Fund may permit employees who are not eligible for paid leave or who have exhausted their leave benefits to take a short-term unpaid absence of up to two weeks for a variety of reasons, including the serious sickness or injury of the employee or member of his or her immediate family, death, urgent personal business, or similarly important matters, and all legally required activities. Short-term leaves are ordinarily unpaid.

All short-term leaves must be requested in writing and approved in advance by the employee's supervisor and either the National Managing Director or the President. (See the Financial and Administrative Manual and forms available on the Intranet).

8. Long-Term Leave of Absence

Long-term leaves of absence, not to exceed 24 consecutive months, may be authorized by the National Managing Director or the President for educational, government service, or personal reasons, where consistent with the needs of the organization. Employees seeking a long-term leave of absence must complete a Leave of Absence form, which must be signed and recommended by the employee's supervisor. Except in emergency

situations, at least three-months advance notice of a request for a long-term leave of absence should be given.

During an approved long-term leave of absence, the employee's salary ceases and all benefits end when the employee stops active work (extended health insurance coverage may be available under COBRA). Clean Water Action and Clean Water Fund will make an effort to find suitable employment for an employee who returns from a leave of absence, but guarantee of a position upon return is not made.

9. Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks of unpaid, job-protected leave within any 12-month period (measured from the date such leave is first taken) for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave. In order to qualify for FMLA, an employee must work in a FMLA-eligible facility have worked for CWA/CWF for at least 1 year, and also worked at least 1,250 hours within the prior 12-month period. Federal law exempts locations with fewer than 50 employees within a 75-mile radius from FMLA leave requirements. Eligible employees will receive up to 12 weeks of unpaid leave during a 12-month period within 1 year of any of the following events:

- Employee inability to work due to a serious health concern for the birth and care of the newborn child of the employee;
- Birth and care of an employee's newborn child;
- New placement with the employee of a son or daughter for adoption or foster care;
- Care of an immediate family member (spouse, child, parent, or legal guardian) with a serious health condition.

Eligible employees with a spouse, child, or parent on active duty or called to active duty in the National Guard or Reserves in support of a contingency operation may also use their 12-week leave entitlement to address certain "qualifying exigencies," as defined by law. For more information about the definition of "qualifying exigencies," please contact the National Managing Director or consult the Department of Labor's website at <http://www.dol.gov/whd/regs/compliance/whdfs28a.pdf>. Spouses employed by CWA/CWF are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of a newborn child, for placement of a child for adoption or foster care,

or to care for a parent who has a serious health condition. Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

- FMLA leave may be taken intermittently when medically necessary because of an employee's serious health condition or to care for a seriously ill family

member.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to (1) a health condition lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that involves treatment by a health care provider; (2) pregnancy or prenatal care, including severe morning sickness; (3) a chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity; (4) a permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer) if the employee is under the supervision of a health care provider; or (5) any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated). (For further information on what constitutes "continuing treatment" and who qualifies as a "health care provider," consult the National Managing director.)

Employees will be required to use available paid leave (such as vacation or sick leave) during an FMLA leave. Any paid or unpaid leave that is used will count toward FMLA leave, and use or availability of paid leave during FMLA leave will not extend the length of the FMLA leave of absence beyond the 12-week maximum period permitted by federal law.

NOTICE AND CERTIFICATION

Employees who want to take federal FMLA leave ordinarily must provide at least 30-day advance notice of the need for leave, when the need is foreseeable. If the need is not foreseeable, employees should give as much notice as practical. When leave is needed for planned medical treatment, the employee must try to schedule treatment in order not to unduly disrupt CWA/CWF's operations.

In addition, employees who take FMLA leave due to a medical condition of their own or a family member must provide medical certification from a health care provider. CWA/CWF also may require a second and, if necessary, a third opinion (at CWA/CWF's expense), periodic recertification of the serious health condition and the employee's intent to return

to work, and medical clearance from the attending physician, including any applicable restrictions, before the employee returns to work.

When an employee takes a leave of absence to take care of a member of his or her family, CWA/CWF may require documentation confirming the family relationship, such as a birth certificate, marriage license, or other official document.

BENEFITS DURING FEDERAL FMLA LEAVE

Employees taking federal FMLA leave are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. Employees must continue to pay their share of premiums for any benefits he/she/they elected while on leave. If an employee chooses not to return to work after federal FMLA leave, CWA/CWF may require the employee to repay the premiums paid by CWA/CWF during the leave period unless the employee cannot return due to a serious health condition or other circumstances beyond the employee's control.

JOB RESTORATION

Upon return from federal FMLA leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave. Failure to return to work within the 12-week period established by FMLA guidelines may result in termination of employment.

Under limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, CWA/CWF may refuse to reinstate certain highly paid "key" employees taking FMLA leave during which health coverage was maintained. A "key" employee is defined as a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite. CWA/CWF would do this only after notice to the employee and an opportunity to return to work.

NON-RETALIATION

CWA/CWF prohibits retaliation against any employee for the exercise of his or her rights under the federal FMLA or any state or local law regarding employee leaves. Any employee who believes that he/she/they has been treated unfairly because of the exercise of FMLA rights or other leave rights protected by state or local law should contact the National Managing Director.

ADDITIONAL INFORMATION

Employees who wish further information should contact the National Managing Director, review the FMLA poster, or review the Department of Labor's "Fact Sheet" about the federal FMLA (available at <http://www.dol.gov/esa/regs/compliance/whd/whdfs28.htm>).

Some states and municipalities have laws relating to family and medical leaves. Please see Appendix E for a summary of our policies in compliance with these local laws.

10. FMLA Military Caregiver Leave

The federal Family and Medical Leave Act (FMLA) provides an employee who is eligible under the FMLA and who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty up to 26 workweeks of unpaid leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave, measured forward from the date an employee first takes FMLA Military Caregiver leave.

During this leave, the military caregiver is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Employees who wish to request Military FMLA leave should contact the National Managing Director about the required documentation. When leave is foreseeable the employee must provide at least 30 days advance notice, or such shorter notice as is possible. When the timing of the leave is not foreseeable, the employee must provide notice of the need for leave as soon as possible.

The procedures applicable to other types of FMLA (set forth above) are also applicable to FMLA Military Caregiver leave, except with respect to the 26-week period of available leave.

11. State-Specific Leave Laws

Employees residing in some CWA and CWF offices are entitled to additional leave pursuant to state or local law. CWA and CWF’s policies in these locations are described in Appendix E to this Handbook. Many states also have laws relating to leave for voting, which CWA fully complies with. The provisions of these laws are too detailed to include in this Handbook.

V. GENERAL CORPORATE POLICIES

A. Use of Corporate Funds

All staff members whose responsibilities include handling or managing Clean Water's money are prohibited from charging personal expenses to the organization. This includes charging personal expenses on Clean Water Action and Clean Water Fund's corporate credit card and/or having personal expenses billed to vendor accounts (e.g., courier/delivery, supplies, copying). If it is believed that some special/emergency situation (one-time basis) warrants an exception to such prohibition, the following procedures must be followed *BEFORE* any personal expenses can be charged to the organization:

1. Individual makes a request to his or her direct supervisor.
2. If recommended, the request is submitted to the National Managing Director.
3. Decision is made by the National Managing Director or the President.

Employees who violate this policy will be individually contacted and appropriate action will be taken (e.g., suspension, termination, reporting possible infractions of the law to authorities).

B. Loans and Advances

There are two types of loans and advances: 1) when the organization pays individuals for time already worked but a few days before the pay date and 2) when individuals would like to receive money in advance of time worked. The second category of loan and advances are granted only for extraordinary purposes under the following conditions: a) up to two weeks of the employee's gross pay b) must not make more than one request in a calendar year. In either case, a request must be made in writing using the appropriate form, signed by the supervisor, EMT/NMT, and then authorized by either the National Managing Director or the President. *Clean Water Action and Clean Water Fund does not guarantee that loans will be provided to any employee.*

C. Personal Vehicle Reimbursement

An employee who has approval from their supervisor to use their personal vehicle for official business can be reimbursed at the following rates. For the *first 200 miles (round-trip)* you are reimbursed at a rate of *40 cents per mile and 20 cents per mile afterwards.*) In cases where another mode of transportation is cheaper than using a personal car, the organization will only reimburse up to the cost of the cheaper form of transportation unless otherwise approved by a supervisor before the trip is taken. When employees use their personal vehicles on company business, their personal insurance, not Clean Water Action or Clean Water Fund's insurance, covers the vehicle. Reasonable parking costs and tolls will be reimbursed and tolls (dated receipt required when possible).

D. Per Diem

Employees are eligible for a twenty dollar (\$20.00) per day per diem reimbursement for all trips over eight hours. The per diem policy is intended to help cover meal expenses

over and above what would be spent in a normal work day. Clean Water Action and Clean Water Fund do not require receipts for per diem reimbursements. The organization assumes that staff staying with relatives or friends who feed them will not request the per diem expenses. For positions requiring more than fifty (50) days travel per year, the reimbursement rate is twenty-five dollars (\$25.00) per day.

VI. MISCELLANEOUS

A. Confidentiality

As an employee of Clean Water Action and Clean Water Fund, individuals may learn confidential business information. Conveyors of confidential business information are expected to verbally notify recipients that the information is confidential. However, any employee working with confidential information on a regular basis (e.g., finance staff, data entry and membership staff, and management staff) are expected to be able to discriminate between confidential and other types of communication, without verbal notification.

During and after employment with Clean Water Action and Clean Water Fund, confidential business information may not be shared with non-employees of Clean Water Action and Clean Water Fund and may only be shared with Clean Water Action and Clean Water Fund employees on a need-to-know basis. If this policy is violated, disciplinary action will be taken up to and including immediate discharge. In addition, Clean Water Action and Clean Water Fund also expect that individuals will respect the privacy of fellow employees.

B. Dress Code

All staff should dress appropriately, in clean clothing in good repair, well-groomed and free of strong odors or fragrances. Staff should not expose more of their torso than would be considered professional (including exposed midriff or garments extremely low-cut in front or back, or extremely short skirts or shorts). Clothing should not display offensive words, slogans or pictures, and staff should not wear or display buttons, t-shirts, stickers or other items that communicate messages about political candidates and causes not in keeping with our organization's mission, political endorsements and/or philosophy.

C. Drug/Alcohol Policy

Clean Water Action and Clean Water Fund's goal is to maintain a work environment free of the effects of alcohol and drugs or drug abuse, to comply with federal, state and local laws, and to foster efficiency, productivity, employee's health and safety. This substance abuse policy applies to all employees. Employees must abide by this policy as a condition of employment. Clean Water Action and Clean Water Fund prohibit the following activities on the organization's property, on organization time, in the organization's vehicles or at organization-sponsored events.

Illegal Drugs

The unlawful manufacture, distribution, dispensing, sale, possession or use of drugs or any other controlled substance by an employee, or the reporting to work with illegal drugs in an employee's system is prohibited.

In accordance with the Drug Free Workplace Act, employees must notify Clean Water Action or Clean Water Fund of any criminal drug statute conviction for a violation occurring in a Clean Water Action and Clean Water Fund workplace no later than five days after that conviction. Such notification should be given to the employee's supervisor or the National Managing Director. An employee's failure to provide timely notification to Clean Water Action or Clean Water Fund of a conviction for a criminal drug statute violation occurring in Clean Water Action and Clean Water Fund's workplace will subject him or her to disciplinary action up to and including termination. Within 30 days of receiving such a notification, Clean Water Action and Clean Water Fund may take appropriate action against the employee, which may include termination, or require the employee to participate satisfactorily in an approved rehabilitation program.

Alcohol and Marijuana

The unauthorized distribution, sale, or use of alcohol or marijuana by an employee while working for Clean Water Action or Clean Water Fund, or the reporting to work impaired by alcohol or recreational marijuana is not allowed. This policy is not intended to prohibit the moderate consumption of alcohol at Clean Water Action or Clean Water Fund-sponsored social events or at business meals where non-Clean Water Action or Clean Water Fund employees are consuming alcohol, provided that the employee does not return to work while impaired by alcohol. Employees who are impaired also should not drive after Clean Water Action or Clean Water Fund-sponsored social events or business meals.

Employees whose job duties may involve driving an automobile or other transportation equipment must notify Clean Water Action or Clean Water Fund of any criminal conviction for driving while under the influence of alcohol, public intoxication, drunk and disorderly conduct, or any other criminal offense involving the use of alcohol within five business days after the conviction. Failure to provide such notice will subject the employee to disciplinary action, up to and including termination of employment. Alcohol consumption is not permitted on Clean Water's premises unless it is associated with a special event that receives prior authorization from the National Managing Director or the President.

Prescription Drugs

Clean Water Action and Clean Water Fund prohibit employees from operating automobiles or other transportation equipment while impaired by prescription or non-prescription drugs or under the influence of marijuana. Employees who have concerns or questions about whether their medication might impair performance must speak with their supervisor or the National Managing Director before beginning work. Clean Water Action and Clean Water Fund can consider reasonable accommodations for those employees whose conditions require the use of prescription drugs that might impair performance only if notified before the employees begin work. Employees who, without prior notice to

Clean Water Action and Clean Water Fund, work on, or in the vicinity of, automobiles or other transportation equipment while impaired by prescription or non-prescription drugs are subject to discipline.

D. Breastfeeding

Clean Water Action and Clean Water Fund will provide mothers who are nursing a suitable location to express milk and will comply with all local and state laws concerning breastfeeding and expressing milk.

E. Job Announcements and Postings

Clean Water Action and Clean Water Fund attempts to fill vacancies with qualified employees of Clean Water Action or Clean Water Fund. To ensure that employees are aware of internal job opportunities, notice of job openings are circulated throughout Clean Water Action and Clean Water Fund's offices.

Clean Water Action and Clean Water Fund have specific requirements for all job announcements, job postings, and overall hiring policies. Contact your supervisor for more detailed information.

F. Personal Property and Security

Clean Water Action and Clean Water Fund will not accept responsibility for the loss of an employee's personal property. Clean Water Action and Clean Water Fund's offices are open to the public and therefore, security measures cannot be complete. Employees are requested to protect their own personal property and are urged not to leave purses or wallets in coats or desks.

G. Smoking

Smoking of tobacco products, electronic cigarettes, and marijuana is prohibited in all Clean Water Action and Clean Water Fund offices and vehicles. Specially designated smoking areas external to the offices may be available to smokers.

H. Electronic Communications

With the expansion and growth of information technology and global access, it has become necessary to manage the way in which electronic equipment and information is used in our organization. Clean Water Action and Clean Water Fund rely upon their employees to exercise good judgment when communicating electronically within or outside the company. Employees and users should be aware that their electronic communications are neither private nor completely confidential and have the potential of being re-communicated. Therefore, highly confidential information should be communicated via more secure methods.

Any e-mails sent using Clean Water Action or Clean Water Fund equipment or any information stored on Clean Water Action or Clean Water Fund equipment, regardless of its nature, may be reviewed by Clean Water Action and Clean Water Fund at any time without prior notice. Clean Water Action and Clean Water Fund's computers may not be used to transmit or store sexually explicit material or images of nudity (exceptions may be granted by the National Managing Director in cases involving investigation of misconduct).

VII. POLICY PROCEDURES

A. Personnel Records

Each employee is responsible for updating his/her/their personnel information with the Financial Department and with their supervisor in writing when there is a change in address, telephone number, marital status, emergency contact, or number and names of dependents. Personnel material is shared within Clean Water only on a need-to-know basis, except where otherwise required by state or local law.

B. Personnel Injuries

If Clean Water Action and Clean Water Fund employees are injured during work, timely communication is critical. Within a few hours of the incident the direct supervisor should be notified. Simultaneously, a call must be placed to the Clinton Financial Center. **Within 24 hours** of the event, a Workers Compensation Form must be completed by the immediate Supervisor and emailed to Clinton Township. The person assigned for Workers Compensation Claims nationally will follow-up with the person submitting the form.

C. Corporate Property

Clean Water Action and Clean Water Fund own and lease property. These items range from vehicles, computers, and copiers, to furniture. Under no circumstances should anyone dispose of these items without consulting the Clinton Township Financial Center to ensure that we get the proper documentation and disposal records.

As with employees who are injured, any office or property of Clean Water Action and Clean Water Fund that is adversely impacted must be reported **within 24 hours**. This includes, but is not limited to, office break-ins, office destruction due to disasters, and stolen petty cash or member contributions. Also note that all personal property belonging to an employee, intern, or volunteer is not covered for theft or damage under Clean Water's insurance policy (including personal computers). Every effort must be made to maintain a safe and secure work environment.

D. Contracts

Only the National Managing Director or the President can sign contracts, memorandums of understanding, and agreements on behalf of Clean Water Action and Clean Water

Fund (includes but is not limited to equipment leases, consulting contracts, office leases, and grant agreements or acknowledgments).

E. Corporate Vehicles

Only employees that have been pre-approved can operate corporate vehicles. All parking tickets and moving violations are the employee's responsibility. If an employee gets into an automobile accident with a corporate vehicle, they must complete a Clean Water Data Sheet for Vehicle Accident Form and email it within 24 hours to the Clinton Township Center. A reminder – PLEASE DO NOT CONTACT THE INSURANCE COMPANY FIRST! If there is clear negligence on the part of any employee, the employee *may* be held responsible for paying the \$500 deductible.

F. Contact With Members/Donors

It is Clean Water Action and Clean Water Fund's operating policy that we respect the wishes of our members/donors regarding telephone calls, mail and email. If during our contact through the field, phone, or non-canvass program, a member indicates he/she/they does not want to be called, we will place a DO NOT CALL and/or DO NOT MAIL note in the master database. If a member provides his/her/their e-mail address during contact, and after initial e-mail contact asks to be removed from our e-mail activist list, we will delete the e-mail address from the database.

G. Membership and Supporter Lists

Clean Water Action and Clean Water Fund's membership and donor lists are a valuable resource. CWA and CWF does not provide its membership and enhanced donor lists (e.g., whether in the form of signature sheets, computerized data lists, e-mail lists, voter id records, separate targeted databases) to any third party unless strict guidelines are followed per Board policies. This policy places extremely narrow and strict conditions, on when these lists, or portions thereof, may be used for specific and temporary purposes. Exceptions to these policies requires approval by the President, and are extremely rare.

These policies are established to protect one of our most important political and financial resources as well as to maintain the integrity of our relationship with our members and donors, and comply with legal requirements. Providing Clean Water member and donors lists to third parties outside of these requirements could present the organization with legal problems.

In addition, the organization has established security precautions to protect membership lists from being used by others for fundraising purposes, copied, computerized, sold, or otherwise misused. If and when you are provided a portion of Clean Water Action and Clean Water Fund's membership and donor list for fundraising, advocacy, or other organization uses, you must follow the above policies and manage the lists and the use of said lists (or portions thereof) in compliance with the policy mentioned above.

For a copy of this policy, please visit the Intranet. There should be a Clean Water Action and Clean Water Fund staff person, in charge of all volunteer activities where our

membership data is being used (e.g., signature sheets, calling lists). The lists should be collected and data entered into Raiser's Edge, provided in a summary report, and then destroyed. Procedures for entering information into our membership database, Raiser's Edge, and our constituent relationship management tool, Salsa Engage, must be followed.

H. Policies Subject to Change

Clean Water Action and Clean Water Fund continually review its personnel policies and employee benefits and reserve the right to modify, supplement, amend, or delete any of the provisions contained in this Handbook. This Handbook does not represent the entire policies of Clean Water Action and Clean Water Fund but is designed to give guidance to many essential Clean Water Action and Clean Water Fund personnel policies.

I. Procedures for Personnel Policies

Policies can be established and/or amended by the President and by the Board of Directors. To seek an exception to or clarification of a personnel policy, an employee should contact his/her/their supervisor. The National Managing Director is responsible for providing written notification of policy-related decisions and guidance to staff and for maintaining files of such decisions and guidance on personnel related policies, decisions, or proposals.

ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK

I hereby acknowledge receiving the Clean Water Action and Clean Water Fund Employee Handbook. I agree to read the Handbook and familiarize myself with its contents, and to comply with its requirements. I have already read the Equal Employment Opportunity policy, the Ethical Conduct and Whistleblower Protection policy, and the Conflicts of Interest policy, and I agree to adhere to those policies.

I understand that the Employee Handbook is not a contract. I also understand and agree that nothing in the Employee Handbook is intended to affect the "at-will" relationship between Clean Water Action and Clean Water Fund and myself. I understand that this means that I may end my employment relationship with Clean Water Action and Clean Water Fund at any time, for any reason. I also understand that this means that Clean Water Action and Clean Water Fund may terminate my employment at any time, for any reason.

I understand that no employee or agent of Clean Water Action and Clean Water Fund other than the National Managing Director or the President has the authority to enter into any employment agreement on any basis other than "at-will." Any such employment agreements must be in writing and signed by the National Managing Director or the President to be effective.

Date: _____

Signed: _____

Printed Name: _____

Please sign, date, and detach the verification of receipt and review form above and forward it to the ncvpayroll@cleanwater.org. A copy of this form should be retained by the employee. The original form signed by the employee will be kept in the employee's personnel file.

REFERENCES POLICY

Employees can choose one of two options concerning references. First, you may choose to have Clean Water Action and Clean Water Fund release only the basic information concerning his/her/their employment: Position, job location, and dates of employment.

Second, an employee may request that Clean Water Action and Clean Water Fund provide a full employment reference. Employees who request full employment references must sign an authorization for the release of this information and waive any legal claims against Clean Water Action and Clean Water Fund for any references that it provides. Clean Water Action and Clean Water Fund may choose to decline to provide references even where a signed release is provided, at its sole discretion. The necessary release is attached. *Clean Water Action and Clean Water Fund will not provide references to prospective employers located in California, due to California state law.*

Please indicate your choice below:

- ☐ I prefer that Clean Water Action and Clean Water Fund release only basic information concerning my employment.
- ☐ I prefer that Clean Water Action and Clean Water Fund provide full and complete references concerning my employment. (A signed release is required for this option.)

Employee Signature: _____

Employee Name (Print) : _____ Date:_____

AUTHORIZATION FOR RELEASE OF EMPLOYMENT INFORMATION

I authorize Clean Water Action or Clean Water Fund and its employees and agents to release any and all information concerning my employment to any person or organization who makes inquiries concerning my employment, and I consent to Clean Water Action or Clean Water Fund's providing any and all such information, regardless of its content.

I hereby agree to hold Clean Water Action and Clean Water Fund harmless for any information that is so disclosed, including otherwise privileged or confidential information and adverse information. I will not file a lawsuit, claim, or charge against Clean Water Action or Clean Water Fund or its employees or agents for any disclosures of such information.

I also will not file a lawsuit, claim, or charge against Clean Water Action or Clean Water Fund or its employees or agents asserting that Clean Water Action and Clean Water Fund (or any of its employees or agents) has made false or misleading statements in response to any requests for information concerning my employment with Clean Water Action or Clean Water Fund.

I agree that if I file any lawsuit that is in violation of this agreement, I will reimburse Clean Water Action and Clean Water Fund and/or its employees or agents for any attorneys' fees and court costs incurred in defending against such lawsuit.

Employee Signature: _____

Employee Name (Print): _____

Date: _____

Witness: _____

INTERVIEW/PHOTO/AUDIO/VIDEO RECORDING AND EVENT CONSENT AND RELEASE

I, _____, hereby consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on web sites, tweets or any other purpose by Clean Water Action (CWA) or Clean Water Fund (CWF). I hereby release CWA and CWF, together with their directors, officers, employees, agents, attorneys, volunteers, consultants and consulting staff, from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or or sound recordings. This does not waive any insurance policy held by CWA or CWF.

I hereby waive all rights I may have to any claims for payment or royalties in connection with any exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee for admission or sponsorship is charged. I also waive any right to inspect or approve any photo, video, or audio recording taken by CWA or CWF or the person or entity designated to do so by CWA or CWF.

I hereby declare that I am at least eighteen (18) years of age and am legally competent to execute this release or that my parent or guardian set forth below has executed this release on my behalf.

I acknowledge that I have fully informed myself of this consent, waiver of liability, and release.

Name (please print): _____

Signature: _____

Date: _____

Appendix A

Clean Water Action and Clean Water Fund's Current Health, Life and Dental Programs

Clean Water Action and Clean Water Fund maintain two separate contracts for its health, life, and dental programs but offer them as a package to its employees. The health and life insurance provider is Cigna and the dental provider is Delta Dental.

The contract period runs from January - December. While we have had the same providers for many years, there is no guarantee that we will maintain those providers. Annually, we review our cost, participation rates, and what the market holds.

CIGNA: Clean Water Action and Clean Water Fund provide all “eligible” employees three plan options:

PPO - 100/70 this means that for in network providers for many services the plan pays 100%. For out of network providers the plan pays 70%. This is the most expensive plan to the organization and for the employee there are higher co-pays, but less expensive in terms of out of pocket costs for services.

PPO - 90/70 same basic plan as above but higher out of pocket expenses, but a little lower co-pay.

PPO – 80/50 was designed for those relatively healthy employees who rarely need medical attention. The co-pay amounts are substantially lower and the plan was designed to help provide you coverage for those emergency services, office visits, and preventative care.

When making your decision as to what plan option meets your individual needs, please refer to the Cigna booklet and comparison chart of fees. A member in the Payroll and Benefits Department will answer your questions.

LIFE INSURANCE: Clean Water Action and Clean Water Fund offers its eligible employees up to \$20,000*(**depends on age*) of life coverage. See the booklet for more information.

DELTA DENTAL: Delta Dental is Clean Water Action and Clean Water Fund's dental provider. The plan is basic and provides for preventative dental care and percentage of coverage up to a capped amount for certain procedures (e.g., caps, root canals). Please refer to the plan booklet for more information.

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over

the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.


Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9242); a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone**; or log onto our Home Page at <http://www.wagehour.dol.gov>.

 U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
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Appendix C

STATE AND LOCAL POLICIES AND LAWS

Note: This summary of our state and local policies only includes locations where CWA/CWF has offices. CWA/CWF will, of course, also comply with applicable state and local laws for employees who work in states where CWA/CWF does not maintain an office.

It is CWA/CWF's policy to comply with state, local, and federal laws, including any newly passed laws or laws not specifically mentioned in this Handbook. If there is a conflict between the following summaries and an applicable law, the law is controlling and CWA will comply with it.

CALIFORNIA

Pregnancy Disability Leave

Pursuant to California law, Clean Water Action and Clean Water Fund provides its California employees with unpaid pregnancy disability leave for the period of actual disability associated with pregnancy, childbirth, or related medical conditions, up to a maximum of four months per pregnancy. Such leaves run concurrently with federal FMLA leave.

Leave for the Employee's Serious Health Condition, Child Bonding, and Care of Family Members with a Serious Health Condition

In addition, Clean Water Action and Clean Water Fund provide up to 12 weeks of unpaid leave in a 12-month period for (1) care of a child, parent, spouse, or registered domestic partner who has a serious health condition, (2) the employee's own serious health condition (other than disability resulting from pregnancy or childbirth, or related medical conditions), or (3) bonding with the employee's newborn child or child placed with the employee for adoption or foster care. These leaves run concurrently with federal FMLA leave, but do not run concurrently with California Pregnancy Disability Leave. The 12-month period is a rolling period measured backward from the date leave is first taken. The procedures applicable to FMLA leaves are also applicable to leaves under California law, unless such procedures are inconsistent with California law. Employees may utilize any accrued leave to continue pay during California leaves.

Family Leave

California has a Paid Family Leave program. To qualify you must meet certain requirements. For more detailed information, please contact the National Managing Director or you can view this information on-line by visiting www.edd.ca.gov/disability. This is a state program that is not managed by Clean Water Action/Clean Water Fund.

School Activities Leave

In compliance with California law, Clean Water Action and Clean Water Fund will permit an employee with a child in licensed day care or in grades K-12 to take up to 40 hours per year of unpaid leave to enroll a child and to engage in school events.

Sick Leave in California

Clean Water Action and Clean Water Fund employees in California may use sick leave for (1) diagnosis, care, treatment of a health condition of the employee or a covered

family member of preventive care for a health condition of the employee or a covered family member or (2) certain circumstances when the employee is the victim of domestic violence, sexual assault, or stalking. If an employee does not have a spouse or a domestic partner, the employee can designate another individual for sick leave use.

Lawful Off-Duty Conduct

In compliance with California law, Clean Water Action and Clean Water Fund will not take adverse action against any employee for lawful conduct occurring during nonworking hours away from an employer's premises (unless such conduct violates an organizational policy such as conflict of interest or sexual harassment) or for political actions or affiliations of their employees.

CONNECTICUT

First Amendment Rights

In compliance with Connecticut law, Clean Water Action and Clean Water Fund will not terminate for exercising First Amendment rights when such exercise does not substantially or materially interfere the employee's bona fide job performance or the working relationship between the employee and the employer.

DISTRICT OF COLUMBIA

D.C. Family and Medical Leave

The District of Columbia Family and Medical Leave Act (FMLA) requires employers with more than 20 employees in the District of Columbia to provide eligible employees with up to 16 weeks of unpaid, job-protected medical leave and up to 16 weeks of unpaid, job-protected family leave in any 24-month period for certain family and medical reason. The 24-month period is a rolling period measured backward from the date an employee uses any FMLA leave.

To be eligible for District of Columbia FMLA benefits, an employee must have completed one year of unbroken service for Clean Water Action and have worked at least 1,000 hours over the previous 12 months. D.C. FMLA leave is available only to employees who work in Clean Water Action's D.C. office.

Clean Water Action will grant an eligible employee up to a total of 16 workweeks of **unpaid** family leave and a total of 16 workweeks of unpaid medical leave during any 24-month period for one or more of the following reasons: (a) birth of a child and to take care of a newborn child; (b) adoption of a child or placement of a child with an employee for foster care; (c) because of a serious health condition that makes the staff member unable to perform the functions of his/her job; or (d) to provide necessary care for the serious health condition of a member of an employee's family. Family leave must be taken within 12 months of the birth or placement of the child.

Under D.C. law, a serious health condition is defined as a physical or mental illness, injury, or impairment that involves (a) inpatient care in a hospital, hospice, or residential health care facility, or (b) continuing treatment or supervision at home by a health care provider or other competent individual. A family member is defined under D.C. law as including a person to whom the person is related by blood, legal custody, or marriage; a

child who lives with the employee for whom the employee permanently assumes parental responsibility, and a person with whom the employee has shared a residence within the past year and maintains a committed relationship.

The rules applicable to federal FMLA leaves also apply to D.C. FMLA leaves unless inconsistent with District of Columbia law. For more information, contact the National Managing Director or the poster displayed in Clean Water Action's D.C. office.

D.C. Accrued Sick & Safe Leave Act

Clean Water Action complies with the D.C. Accrued Sick and Safe Leave Act.

Under that Act, sick leave may be used for the following reasons:

- An absence resulting from a physical or mental illness, injury, or medical condition of the employee (including pregnancy and childbirth).
- An absence resulting from obtaining professional medical diagnosis or care or preventive medical care for the employee (provided the employee has made a reasonable effort to schedule such a leave in a way that does not unduly disrupt operations).
- An absence for the purpose of caring for a family member who has an illness, injury, or medical condition.
- An absence when the employee or a family member has been the victim of stalking, domestic violence, or sexual violence, as required by the D.C. Accrued Sick and Safe Leave Act.

For purposes of the sick leave policy, a "family member" includes a child (including a foster child); a grandchild; a parent; a spouse (including a person with whom the employee has a committed relationship); a domestic partner; the parent of a spouse; a spouse of a child, a sibling or the spouse of a sibling. A "domestic partner" must qualify and be registered as a domestic partner under D.C. Code 32-701(3). A "committed relationship" must fall within the definition of D.C. Code 32-701(1), which requires a relationship characterized by mutual caring and the sharing of a mutual residence (for at least the preceding 12 months).

D.C. School Activities Leave

CWA complies with the District of Columbia Parental Leave Act. Unpaid leave for school-related events will be granted as required by District of Columbia law for the aunt, uncle, grandparent, of a child or for the spouse of the biological parent, guardian, or custodian of a child. Unpaid leave for school-related events will be denied to eligible employees only if the leave would disrupt CWA's business and make achievement of production or service delivery unusually difficult.

D.C. Emancipation Day Leave

Unpaid leave will also be provided to the extent required by District of Columbia law, if requested in writing at least ten days in advance, for the celebration of the District of Columbia Emancipation Day. Unpaid leave for Emancipation Day Leave will be denied to eligible employees only if the leave would disrupt CWA's business and make achievement of production or service delivery unusually difficult.

MARYLAND

Maryland Sick Leave

Under Maryland law, Maryland employees may use sick leave for the employee's own illness, to care for an ill family member or to obtain medical treatment for a family member, for parental leave, and to obtain services in connection with an incident of domestic violence, sexual assault, or stalking.

MASSACHUSETTS

Massachusetts Maternity Leave Act

The Massachusetts Maternity Leave Act (MMLA) provides eight weeks of unpaid, job-protected leave for full-time female employees who give birth or who have adopted a child under 18 years of age and who have worked with Clean Water Action for at least three months (or have completed an initial probationary period of up to six months). The employee must give the employer at least two weeks' notice of her departure date and notice that she intends to return to her job. Only benefits that are provided during non-MMLA leaves will continue during MMLA leaves. Employees are not required to use sick or vacation leave during MMLA leaves, but may choose to do so.

Please note that the Massachusetts Maternity Leave provisions are on their face limited to females. However, Clean Water Action views this provision as unlawfully discriminatory under federal law and will not limit its application of MMLA leave to women.

Massachusetts Sick Leave

Under Massachusetts law, Massachusetts employees may use sick leave for the employee's own illness, to care for an ill family member or to obtain medical treatment for a family member, for routine medical appointments for the employee or a family member, and to obtain services in connection with an incident of domestic violence.

Massachusetts Small Necessities Leave

Under the Massachusetts Small Necessities Leave Act, employees are provided with up to 24 hours of unpaid leave in a 12-month period for children's routine medical and dental appointments and school academic activities and for routine medical and dental appointments of relatives over the age of 60. If the need for the leave is foreseeable, seven-days' notice must be provided. If the need for the leave is not foreseeable, the employee must give such notice as practicable. The procedures for federal FMLA leaves are applicable to leaves under the Small Necessities Leave Act and the Act is thus applicable only to locations with 50 or more employees within a 75-mile radius.

Discrimination and Harassment Reporting

Massachusetts law requires that our sexual harassment policy specify the federal and state agencies to whom complaints of sexual harassment may be made. Such complaints may be made to the federal Equal Employment Opportunity Commission Boston Area Office (JFK Federal Building, 475 Government Center, Boston MA 02203; telephone 1-800-669-4000) or to the Massachusetts Commission Against Discrimination at any of their four offices. More information about filing a complaint with the Massachusetts Commission Against Discrimination may be found at this link: <https://www.mass.gov/file-a-complaint-of-discrimination>

MICHIGAN

Michigan Sick Leaves

At the time this Handbook was issued, the Michigan legislature was about to adopt a paid sick leave act, but no law had yet been enacted.

MINNESOTA

Minnesota Parental Leave

Pursuant to Minnesota law, Clean Water Action provides its Minnesota employees with up to 12 weeks of unpaid parental leave in conjunction with the birth or adoption of a child or for a pregnant employee for prenatal care or incapacity due to pregnancy or a pregnancy-related condition. Minnesota parental leave is available only to employees who work at least half-time and who have worked for Clean Water Action for the 12 consecutive months preceding the request. Minnesota parental leaves must be taken within one year after the birth or adoption or if the baby must remain in the hospital longer than the mother, one year after the baby leaves the hospital. The amount of Minnesota parental leave will be reduced by the amount of any paid disability leave (but not sick leave) taken by the employee, so that the total leave will not exceed 12 weeks. The rules applicable to federal FMLA leaves also apply to Minnesota parental leaves unless inconsistent with Minnesota law.

The Minnesota Parental Leave Act is applicable to employers with 21 or more employees at one location. For more information, contact the National Managing Director.

Minnesota Sick Leaves

In Minnesota, sick leave may be used for care of an employee's sibling or grandparent who needs care for illness or injury.

Minnesota School Conferences Leave

Minnesota employers with 20 or more employees must grant leave up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to an employee's child if the conferences or activities cannot be scheduled during non-work hours. This is unpaid leave.

Minnesota Restraining Orders & Victims of Heinous Crime and Domestic Abuse Leave

Minnesota employers must grant "reasonable" time off to employees who are seeking court protection from domestic abuse or harassment or who need to attend criminal court proceedings if the employee, his or her spouse, or an immediate family member was a victim of a violent crime such as murder, rape or assault. There is no requirement that such leave be paid.

Minnesota Military Ceremonies Leave

Minnesota employers must grant unpaid leave to an employee seeking to attend a send-off or homecoming ceremony for an immediate family member in active service, unless allowing the leave would be unduly disruptive to the employer. The employer may limit the leave to actual time necessary to attend the ceremony, not to exceed one day's duration per year.

Minnesota Leave for Family Members of Members of Military Killed on Duty

Minnesota employers must grant up to 10 working days of unpaid leave to an employee whose immediate family member has been injured or killed while engaged in active military service.

Minnesota Voting & Elections Leave

Under Minnesota law, employees who are eligible to vote have the right to be absent without loss of pay for the time necessary to appear at the employee's polling place, cast a ballot, and return to work. The statute applies to a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States senator or United States representative, or an election to fill a vacancy in the office of state senator or state representative.

Employees must also be allowed paid time off to serve as election judges (but employees must pay to the employer any amounts they receive for serving as election judges). Employees serving as election judges must provide 20 days notice and a certificate from the election authority stating the hours to be served and the compensation to be paid. An employer may limit the number of persons serving as judges to more than 20% of the workforce at any worksite.

NEW JERSEY

New Jersey Family Leave Act

The New Jersey Family Leave Act (FLA) requires employers with 50 or more employees (regardless of whether some are located outside New Jersey) to provide up to 12 weeks of unpaid leave in a 24-month for the birth or adoption of a child or the serious health condition of a child, spouse parent, parent-in-law, or partner in a civil union. The FLA does not cover an employee's own serious health condition. In order to be eligible for the FLA, an employee must be employed for at least 12 months within New Jersey and for 1,000 hours during the 12-month period immediately preceding the leave.

CWA follows the procedures for federal FMLA in connection with requests for FLA leave. The 24-month period is a rolling period measured backward from the date when the employee first uses FLA leave.

New Jersey Sick Leaves

Employees in New Jersey may use sick leave for the employee's own illness or injury, to care for a family member who has suffered an illness or injury, absences related to sexual assault or domestic violence, meetings requested by a school administrator or teacher relating to the employee's child, or when the workplace of the employee or the school of the employee's child is closed due to an epidemic or other public health emergency.

New Jersey Paid Family Leave Insurance

The New Jersey Paid Family Leave Act (PFLA) applies to all employers with any employee receiving at least \$1,000 in pay the preceding year. Under the PFLA, a tax is withheld from employees' pay to fund a state insurance program. Eligible employees can receive up to 6 weeks of PFLA benefits, which are 2/3 of the employee's wages up to a maximum of \$584 per week. Benefits are available for the birth or adoption of a child and to care for sick family members. Benefits are not available for the employee's own illness (which may be covered by New Jersey's statutory Temporary Disability

Benefits Program). Please consult the New Jersey Department of Labor and Workforce Development's for more information on New Jersey's PFLA insurance benefits.

New Jersey Security and Financial Empowerment Act

The New Jersey Security and Financial Empowerment Act (SAFE Act) requires employers to provide 20 days of unpaid leave for an employee who is the victim of domestic violence or sexual assault or whose child, parent, spouse, domestic partner, or civil union partner was the victim, within one year of the incident of domestic violence or sexual assault. SAFE Act leave may be taken on an intermittent in intervals of no less than one day. Employees are eligible for SAFE Act leave if they have been employed by CWA for 12 months and have worked at least 1,000 hours during the 12 months preceding the leave. An employer may require the employee to provide documentation of the domestic violence or sexual assault.

New Jersey Temporary Disability Insurance (including Temporary Caregiver Benefits)

New Jersey's Temporary Disability Benefits Law is a mandatory insurance program that provides eligible employees with up to 26 weeks of disability benefits at 2/3 of the employee's salary, subject to a maximum weekly benefit, for disabilities not caused by an on-the-job injury. The employer may offer this insurance either through the New Jersey state program or through its own private insurance program. Both employers and employees make contributions to the cost of temporary disability insurance coverage.

In addition, under the New Jersey Temporary Disability Insurance law employees may receive up to 6 weeks of temporary disability benefits while taking leave to (a) bond with a child during the first 12 months about birth or placement for adoption, (b) care for a family member with a serious health condition supported by a certification provided by a health care provider, (c) the employee's own disability if not caused by an on-the-job injury. The law does not entitle an employee to leave time for this purpose, but provides covered employees with disability benefits while taking leave.

For more information on New Jersey Temporary Disability Insurance, please consult the New Jersey Department of Labor and Workforce Development's website. Clean Water Action does not administer claims for benefits under New Jersey's temporary disability insurance program.

PENNSYLVANIA

Philadelphia Leave Due to Domestic Violence, Sexual Assault, or Stalking

Under Philadelphia law, if an employee or a member of an employee's family or domestic household is the victim of domestic violence, sexual assault, or stalking, the employee is entitled to leave (which is unpaid unless the employee has accrued paid leave available under the employer's applicable leave policies). For employers with 50 or more employees, employees may take up to 8 workweeks of such leave in a 12-month period; for employers with fewer than 50 employees, employees may take up to 4 work weeks of leave in a 12-month period. Leave for this purpose, when added to any leave taken by the employee pursuant to the Family and Medical Leave Act, cannot be more than the 12 weeks in a 12-month period provided under the FMLA.

This leave may be used for the purpose of medical attention for physical or psychological injuries, obtaining help from an organization that provides services to domestic abuse or sexual violence victims, obtaining counseling or therapy, making safety plans (including relocating to increase safety), and seeking legal assistance. The leave may be taken intermittently.

Employees must provide at least 48 hours advance notice of such leave unless it is not practical to do so. CWA generally follows the procedures applicable to FMLA leaves in administering the Philadelphia leave ordinance for these purposes. For more information about the Philadelphia leave ordinance, please see the poster in CWA's Philadelphia office (also available at http://www.phila.gov/HumanRelations/PDF/DomesticSexualViolenceLeavePoster_English.pdf) or consult the website of the Philadelphia Commission on Human Relations.

Pennsylvania employees must be given unpaid leave if the employee attends court by reason of being a victim of, or a witness to, a crime or a member of such victim's family.

Philadelphia Paid Sick Leaves

Philadelphia employees may use paid sick leave for the employee's own illness or injury, to care for a family member with an illness or injury, and for leave due to domestic abuse or sexual assault.

Pittsburgh Paid Sick Leaves

A court has held that Pittsburgh's paid sick leave ordinance is invalid, but an appeal is pending. While the appeal is pending, CWA/CWF will permit Pittsburgh employees to use paid sick leave for the employee's own illness or injury or for that of a family member and for public health emergencies.

RHODE ISLAND

Rhode Island Paid Sick Leaves

Rhode Island employees may use paid sick leave for the sickness or illness of the employee or of the employee's family member; for public health emergencies that result in the closure of the workplace or the closure of the employee's child's school; for absences following the adoption of a child 16 years old or younger; and for certain absences relating to domestic violence, sexual assault, and stalking.

Rhode Island Family Military Leave Act

Under the Rhode Island Family Military Leave Act, spouses and parents of a person called to military service lasting longer than 30 days who have been employed for at least 12 months and for at least 1,250 hours of service during the 12 months immediately preceding commencement of leave can request leave for up to 15 days (for employers with 15 to 50 employees) or 30 days (for employers with more than 50 employees). This leave may be unpaid. The spouse or parent must give at least 14 days notice of intent to take leave for five or more consecutive workdays. However, the spouse or parent cannot take family military leave unless he/she/they has already exhausted all accrued vacation or personal leave. Benefits must be made available during the leave at the employee's expense.

Rhode Island Temporary Disability Insurance (including Temporary Caregiver Benefits and Leave)

Rhode Island requires all employees to participate in a state temporary disability benefit program, which is funded by payroll deductions from employee wages. Employees are eligible to receive benefits if they are unemployed and unable to perform normal employment services due to a physical or mental condition, including pregnancy. Employees who are receiving workers' compensation, unemployment compensation, or other disability benefits are not eligible to participate. Benefits are determined under a complex formula and are capped at a maximum of 30 full weeks of base period wages. Rhode Island Temporary Disability Insurance Benefits may be used for up to four weeks of wage replacement in a benefit year for employees who take time off to care for a seriously ill child, spouse, domestic partner, parent, parent-in-law, or grandparent or to bond with a new child, whether through birth, adoption, or foster care. Employees who take leave for these purposes must be restored to employment after the four weeks expire.

Clean Water Action does not administer claims for benefits under Rhode Island's temporary disability insurance program. For more information please consult the poster in CWA's Providence office or the Rhode Island Department of Labor and Training's website (currently at <http://www.dlt.ri.gov/tidi/>).

Rhode Island School Activities and Conferences Leave

Under Rhode Island law, employees who have worked for their employer for 12 consecutive months are entitled to 10 hours of leave in any 12-month period to attend their child's school conferences or other school-related activity. The leave is unpaid, but the employee may substitute paid vacation or other appropriate leave. Employees must provide 24-hour notice of the leave and make reasonable efforts to schedule the leave so as not to unduly disrupt the operations of the employer. The law is applicable to employers with 50 or more employees.

TEXAS

Texas Political Conventions Leave

Employers must allow unpaid leave for employees to attend state or local political conventions.

NOTE

The foregoing are summaries of only the leave laws that most commonly occur, but there are other laws relating to less common reasons for leaves, such as service in the Civil Air Patrol, leave for bone marrow and organ donors, and service as a witness in certain civil or criminal proceedings. It is CWA's and CWF's policy to comply all with applicable leave laws.

**Community Air Monitoring Project (CAMP)
PARTNERSHIP LETTERS**

1. Philly Thrive
2. POWER
3. Pennsylvania Interfaith Power and Light (PAIPL)
4. City of Philadelphia's Office of Sustainability
5. Katherine Gilmore Richardson, Councilmember, At-Large
6. Derek S. Green, Councilmember, At-Large

March 22, 2022

Dear Clean Water Fund,

PHILLY THRIVE

Right to Breathe Campaign

We care about our air!

Philly Thrive is a grassroots environmental justice organization that was founded in 2015 by and for the residents of Grays Ferry, Point Breeze, and the other predominantly poor and Black neighborhoods adjacent to the Philadelphia Energy Solutions refinery. Our "Right to Breathe" campaign from 2015 through 2020 fought against the toxic emissions from the refinery that had been poisoning our families and friends for 154 years. Then, in 2019 the refinery blew itself up; and in 2020 the property was acquired by Hilco Redevelopment Partners, with a pledge to end refinery operations on the site.

While we celebrated the victory of the closure of the refinery, the threat to our health is not over yet. Now, our community is faced with legacy contamination from the site, plus new air pollution from decommissioning, demolition, remediation, construction, and operations that Hilco will be conducting for the next several years. We are concerned that toxic dust and diesel exhaust will continue to harm our community and prevent us from achieving our "Right to Thrive."

So, Philly Thrive is eager to partner with the Clean Water Fund's "Community Air Monitoring Program" (CAMP) initiative. Our community wants our own air quality monitoring system to collect and interpret our own air quality data for us to share with our neighbors, our elected representatives, and our environmental regulators. Drawing on the expertise of Thrive members such as Sheila Tripathy and Peter Winslow, we have been learning more about our air quality; and, by partnering in the CAMP citizen science project, we are excited to learn even more, and to put our knowledge into action. Through this partnership, our community will be empowered to more confidently and more fully participate in meaningful discussions about the environmental conditions that affect our health and well-being.

We build people power to foster communities of mutuality, respect, and democracy. To that end, we have joined with 20 other local community organizations to form the United South/Southwest Coalition for Healthy Communities. We have been traumatized and sacrificed in the past, but never defeated. We are now ready, willing, and able to promote an "air aware" community in South Philadelphia.



Jonathan Leibovic
Resourcing Coordinator
Philly Thrive

POWER

March 22, 2022

Clean Water Fund,

POWER, a firm ally of Philly Thrive and a partner of Clean Water Action, is pleased to support the Clean Water Fund's "Community Air Monitoring Program" (CAMP) initiative to provide the environmental justice communities of Greys Ferry and Point Breeze with their own enhanced air quality measurement capabilities. Key personnel for the CAMP project, Sheila Tripathy and Peter Winslow, are active participants on the POWER Climate Justice and Jobs team who provide valuable technical expertise. So, POWER is already aligned and engaged with CAMP.

POWER is a grassroots organization of over 50 Pennsylvania congregations committed to racial and economic justice on a livable planet. We understand that environmental justice is racial justice. We believe that people of faith can create a path to creating a more just world by building and exercising their own power to address the daily injustices they face.

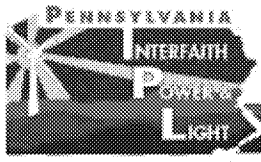
"Empowerment" is embedded in the fabric as well as the name of our organization. Our goal is the promotion of meaningful public participation by residents of disadvantaged communities in discussions about the environmental conditions that affect their well-being. Enhanced information and education is the basis for such empowerment. The value added by POWER to CAMP is from grounding the program within the faith congregations of South Philadelphia and from assisting the community in using the insights gained about local air quality conditions to achieve effective self-advocacy.

POWER is an enthusiastic CAMP partner.

Warmly,



Rabbi Julie Greenberg
Director of Climate Justice and Jobs



Communities of faith responding to climate change

March 22, 2022

Clean Water Fund,

Pennsylvania Interfaith Power and Light (PAIPL) is a state affiliate of the national IPL organization. We are communities of faith responding to climate disruption as an urgent moral issue. Thinking globally and acting locally, we merge concerns about greenhouse gases and other toxic emissions that affect health as well as climate. To address these concerns, we are dedicated to the empowerment of local environmental justice communities to advocate for clean air.

Consequently, PAIPL is an enthusiastic partner for the Clean Water Fund's "Community Air Monitoring Program" (CAMP) initiative. For PAIPL, CAMP provides a pilot project for faith communities to join in establishing air quality monitoring systems at their houses of worship and at the homes of their congregants. "Seeing the invisible" through AQ monitoring enhances awareness and understanding of the issues; we believe the education and interaction empowered by a local monitoring system builds confidence and activates people within the community.

PAIPL is a supporter of Philly Thrive. Furthermore, PAIPL has been working with the Asian, African, and other immigrant groups who live in South Philadelphia. As part of the CAMP outreach, PAIPL can help to provide an avenue for these new Americans to join their neighbors in meaningful public participation.

Peter Winslow, who will lead the community engagement and empowerment aspects of CAMP, is a former PAIPL board member who is active in our Philadelphia Chapter. I am a resident of South Philadelphia. So, the CAMP project is close to home. PAIPL is pleased to be a partner.

A handwritten signature in black ink that reads "David Heayn-Menendez". The signature is fluid and cursive, with the first and last names being more prominent.

David Heayn-Menendez
Executive Director
Pennsylvania Interfaith Power & Light

THE CITY OF PHILADELPHIA
— OFFICE OF —
SUSTAINABILITY

March 25, 2022

To Whom It May Concern

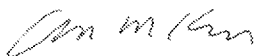
On behalf of the City of Philadelphia's Office of Sustainability, I am writing to express my support for the Community Air Monitoring Program (CAMP) proposal submitted by The Clean Water Fund, A SMART Collaboration, and Philly Thrive. The Office of Sustainability (OOS) works with partners around the city to improve quality of life in all Philadelphia neighborhoods, reduce the city's carbon emissions, and prepare Philadelphia for a hotter, wetter future. This project is closely aligned with our office's Greenworks sustainability framework and in line with our values of collaborating with communities at the frontline of environmental harms.

Due to Philadelphia's industrial legacy, combined with racially biased and discriminatory policies and practices such as exclusionary zoning, racial covenants, and redlining, low wealth communities and communities of color are more likely to live in neighborhoods experiencing multiple environmental burdens, such as poor air quality. As envisioned, this project will bring forth a model for community-led research and education around air quality in an environmentally-burdened community. We believe this project will empower residents with real-time information and can help provide useful information to the City on ways to improve public health.

OOS will play an advisory role to the project team, providing information and guidance, and receiving timely updates on progress and barriers. OOS will also ensure the City's new Environmental Justice Advisory Commission members are informed about the project.

I support the CAMP proposal and hope you will look upon it favorably. Please feel free to contact me with any questions.

Sincerely,



Christine Knapp
Director

KATHERINE GILMORE RICHARDSON
COUNCILMEMBER, AT-LARGE

CITY HALL, ROOM 581
PHILADELPHIA, PA 19107
PHONE: 215-686-0454 or 0455
www.phlcouncil.com/KatherineGilmoreRichardson/



CITY OF PHILADELPHIA
CITY COUNCIL

COMMITTEES

Chair

Environment

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Appropriations
Commerce & Economic Development
Housing, Neighborhood Development & the Homeless
People with Disabilities & Special Needs
Global Opportunities & Creative Economy
Streets & Services
Licenses & Inspections
Labor & Civil Service
Rules

Friday, March 25, 2022

Maurice Sampson, Executive Director
Clean Water Action Southeastern Pennsylvania
1315 Walnut Street
Philadelphia, PA 19107

Re: The American Rescue Plan Grant Application RFA NUMBER: EPA-OAR-OAQPS-22-01

Dear Mr. Sampson,

I write to provide my strong support for the grant application entitled American Rescue Plan Grant EPA-OAR-OAQPS-22-01 submitted to the U.S.EPA by the Clean Water Fund, A Smart Collaboration, and Philly Thrive.

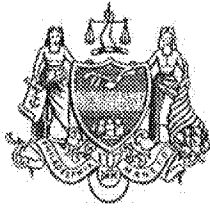
As you know, Philadelphia struggles immensely with issues of environmental justice. Following recent research showing a connection between exposure to air pollution and increased mortality from COVID-19, it is even more important that we support environmental justice communities who have borne the brunt of legacy pollution and all of its associated health impacts.

I am thrilled that this collaborative group of community-based organizations is applying to the U.S. EPA American Rescue Plan grant to fund a Community Air Monitoring Program in South Philadelphia. I am committed to working with organizations to help achieve the project goals to increase community knowledge and enhance meaningful engagement, as well as working to facilitate connections between all relevant local government partners. In summary, you have my full commitment to work in partnership on this very important project and to work on behalf of Philadelphia's EJ communities to improve their quality of life.

In Service,

A handwritten signature in cursive script, appearing to read 'Katherine Gilmore Richardson'.

Katherine Gilmore Richardson
Councilmember, At-Large
Chair, Committee on the Environment
Vice Chair, Environmental Justice Working Group, U.S. EPA Local Government Advisory Committee



CITY OF PHILADELPHIA
CITY COUNCIL

DEREK S. GREEN
ROOM 594, CITY HALL
Philadelphia, PA 19107
(215) 686-3450 or 3451
Fax No. (215) 686-2013

COUNCILMAN AT-LARGE

March 25, 2022

3

Clean Water Fund:

I write in support of efforts of Philadelphia communities to monitor their own air quality, of our ongoing partnership toward that end with the proposed CAMP, and specifically of your joint application to the Environmental Protection Agency's "Enhanced Air Quality Monitoring for Communities" grant opportunity to provide initial funding for it.

As a representative of the entire City of Philadelphia, I am pleased to partner with the Clean Water Fund, A SMART Collaboration, and Philly Thrive, among others, on developing the Community Air Monitoring Program ("CAMP"). CAMP would empower residents in under-resourced neighborhoods to perform their own citizen science, thereby gaining better understanding of their ambient air quality and how it affects their health and that of their families and neighbors. Such shared knowledge will enhance community awareness and our individual and collective capacity to engage in more meaningful public participation on these issues.

Grays Ferry and Point Breeze are adjacent environmental justice communities. Residents there have experienced disparities in environmental and health outcomes for generations that stem from persistent pollution and have been exacerbated by the COVID-19 pandemic. Public air quality monitoring will be a huge improvement as these communities take the lead on obtaining environmental justice.

We join you, your partners, and the EPA in seeking to promote air quality monitoring partnerships between our communities and our local government. CAMP is the right program at the right time for this community.

Sincerely,

Derek S. Green
Councilmember At-Large

Enhanced Air Quality Monitoring for Communities Proposal

EPA-OAR-OAQPS-22-01

Cover Page: Clean Water Fund: March 24,2022

Project Title: *Community Air Monitoring Project (CAMP)*

Applicant Information:

Applicant Organization: Clean Water Fund

Address: 1315 Walnut Street, Suite 1650, Philadelphia, PA 19107

Primary Contact: Maurice Sampson II | 267 269 6912 | MSampson@cleanwater.org

DUNS Number: 1265128700000

Set aside: No set aside

Brief Description of Applicant Organization:

Founded during the campaign to pass the landmark Clean Water Act in 1972, *Clean Water Action* has worked to win strong health and environmental protections by bringing issue expertise, solution-oriented thinking and people power to the table. Our Mission is to protect our environment, health, economic well-being and community quality of life. We advocate for environmental justice and equity especially in under-served communities.

Project Partners:

Philly Thrive: Jonathan Leibovic

Pennsylvania Interfaith Power and Light: David Heayb-Menendez

POWER: Rabbi Julie Greenberg

Love my Air: Aubrey Burgess

Clarity: Sean Wihera

Quant AQ: Eben Cross

Airnote: Brandon Satrom

OpenAQ: Chris Hagerbaumer

Project Location:

Grays Ferry and Point Breeze neighborhoods, Philadelphia PA (zip codes 19146 and 19145)

Air Pollutant Scope: Particle pollution, including PM1, PM 2.5, PM 10 and Nitrogen Dioxide

Budget Summary:	EPA Funding Requested	Total Project Cost:
	\$362,725.00	\$362,725.00

Project Period: 30 months: anticipated beginning November 2022 and concluding March 2025

Short Project Description: Our proposal provides an innovative plan to engage our community with insightful and empirical documentation about the essential yet invisible quality of air around our Grays Ferry and Point Breeze neighborhoods. Our science-informed methodology will monitor the changing patterns of the dynamic air quality in our community in South Philadelphia. The air measurements will reveal and document the patterns of toxicity, and this data will support and empower our community to advocate for the sovereign right to environmental justice and equity.

1. PROJECT SUMMARY AND APPROACH:

1. A. Overall Project:

Reconnecting to the deepest patterns of life reinforces the simple truth that in an interdependent world it is relationships ... that create more life. Change the patterns – the configurations of learning, teaching, communicating, and problem solving within a system, and you change the system itself: its culture and its structures. Stephanie Pace Marshall from Seed + Spark. page 221

The core members of our project team are active participants in the established environmental justice organizations in our Grays Ferry community. They are highly qualified and experienced researchers, educators and public health advocates. They have previously installed and maintained air quality monitors in our area of activity for our EPA proposal. Our team knows our community, knows air quality monitoring and knows how to engage community members and organizations in service of improving environmental health and justice.

Our community already has noteworthy and successful environmental justice non-profit organizations that advocate for effectively healthy air. They include *Philly Thrive*, *POWER*, and *PAIPL*. Our proposed EPA project builds upon the foundational work of *Philly Thrive* to ensure that as they say, “We all have the right to breathe.” Our project expands the current monitoring, education, and community capacity for air quality environmental justice. Our grassroots activities will be coordinated by *Air Quality Stewards* and supervised by our *Air Health Steering Committee* and our *Air Health Advisory Board*. Community members will be active participants as staff members of the project team including *AQ Stewards*, *Committee Members*, *Board Members*, and *Community Advisory Groups*. Our programs for this project include the participation of the School District of Philadelphia and the Philadelphia City Council.

The following are noteworthy features of our Work Plan:

- A core goal of this project is to build our community’s capacity for local AQ technical competency and local AQ health advocacy. We have organized the work of this project to engage, train and hire community members for multiple activities including air quality monitor installation, air quality network management, air health monitoring, and serves as AQ educators and advisors. Community members are also committee and board members. They are core to the supervision and guidance of our EPA AQ Project.
- Our project team brings both advanced air quality science expertise and advanced community communication and education skills. Dr. Sheila Tripathy leads our AQM and public health methodology. She has been collaborating with our community for four years and directs the AQ research programs. She serves as a lead AQ science advisor for *Philly Thrive*.
- Our AQ education, community communications and AQ data visualization initiatives are led by Craig Johnson, who is an expert in connecting communities with science-based data and interpretive information. Our project will demonstrate how to build trusting relationships through sharing empirical knowledge and cultivating local empowerment for environmental justice. We have decades of experience in communicating with the general public and especially collaborating with at-risk communities to apply the insights of science to achieve environmental equity. From our years of developing noteworthy science centers, environmental education centers, interactive exhibits and digital media programs, we will make our air quality data easily understandable and accessible. Our anticipated 60+ AQM device installations will include interpretive signage that illustrates and explains the essence of our AQ Project. Each AQM location will be a community learning station to educate and advocate for healthy air and environmental justice.

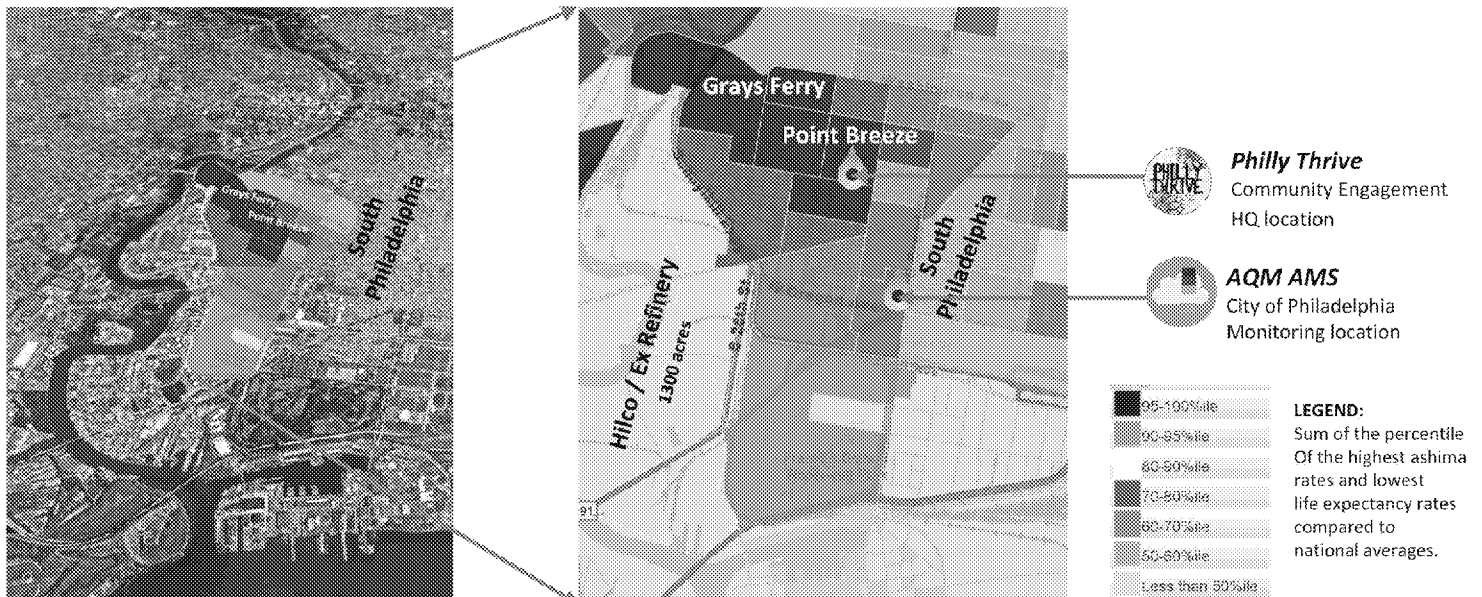
- Our technical methodology is based on our years of experience in working on environmental sensing and monitoring projects. We have selected air quality monitors that have proven field success for durability and accuracy. All of our AQMs are solar powered and cellular-connected which ensures ease of installation and operation. We will not be installing AQM devices that require an AC power source or Wifi connectivity because of the challenges that these devices pose for effective field configuration and management.
- Both our community members and our AQ science advisors agree that the most important air quality issue to address and monitor is associated with airborne particulates. Thus, we have partnered with three outstanding companies to provide our AQM devices for particulate measurement, *Clarity's Node-S*, *Quant AQ's Modulair-PM* and *Blues Wireless's Airnote*.
- Our mission for this project includes mobilizing our many partners to support the continuation of community engagement and air quality monitoring beyond the funded period of this EPA program. We are confident that the trusted relationships that helped launch this project are committed to support and fund its ongoing efficacy. We have included in our scope of work the labor and materials to galvanize and engage our city agencies, non-profit organizations and businesses to continue to sponsor air quality environmental justice in our community to ensure that our community continues to thrive and our "right to breathe" healthy air is protected.

1.B. Project Significance

Many of you may not know about the dangers of the oil refinery, with so many illnesses caused by air pollution, Johnson began, ... the refinery is making our people not just sick — but killing our communities. Public testimony by Kilynn Johnson, 53, life-long resident of Gray's Ferry neighborhood, South Philadelphia, PA

<https://www.nytimes.com/2020/07/28/magazine/pollution-philadelphia-black-americans.html>

The following South Philadelphia map illustrates the location in our community and its relationship to the former Refinery site. The red areas are from the *EJ Screen Mapper* display of *Health Disparities* identification for neighborhoods with (1) very low life expectancy and (2) very high incidents of asthma compared to the national average.



Our community is located adjacent to the toxic site of what has been the largest and oldest petroleum refinery complex on the East Coast. The devastating health effects from proximity to the Refinery for the surrounding residential neighborhoods have been well documented. The cancer rates and inability to thrive conditions of residents, especially children, in our Grays Ferry and Point Breeze neighborhoods include the lowest life expectancy rates and the highest asthma rates compared to national averages. Our community includes approximately 63,350 residents. Students enrolled in local schools are 90% black or brown and more than 80% of their families live in poverty. The tree canopy for this area is minimal and the summer heat index one is of the highest in the region.

Over 150 years of petro-chemical refining and heavy industry operations have contaminated the 1300 acres of the former refinery site. This highly contaminated landscape continues to release toxins that pollute the air and water of our surrounding communities that our project team is dedicated to protect. The *Evergreen Resources Group LLC* which is responsible for environmental remediation of legacy contamination at the site estimates that cleanup operations will take decades to complete. <https://phillyrefinerycleanup.info/site-history/>

The Refinery experienced a catastrophic explosion in 2019 which resulted in termination of refining operations and bankruptcy. The site was sold to *Hilco Redevelopment Partners* for commercial development in 2020. It is the largest single parcel of private property in Philadelphia. The new owners will be spending years demolishing the Refinery and constructing a massive multi-tenant logistics hub. Our Grays Ferry community will continue suffering from the legacy of pollution at the Refinery as well as from the high volumes of dust and pollution resulting from decommissioning, demolition, construction, and operations at the site.

Currently, there is only one *Philadelphia Public Health Department* reference air quality monitor installed within the range of our community. This sole unit is operated by *Philadelphia's Air Management Services* and there is a lag of months to years from when data is collected to when it is available. When data is released, it is not in an accessible format that is useful to residents. Our Grays Ferry community has not been well informed nor in any way well served by the current deficit in availability of air quality information about our neighborhoods. Residents lack trust in the air monitoring data, evaluations and recommendations that are provided by the City's public agencies and the new owners of the Refinery property, *Hilco Redevelopment Partners (HRP)*.

2. COMMUNITY INVOLVEMENT

2 A. Community Partnerships:

"We will continue to build people- power until everyone has a Right to Breathe, free from pollution, oppression, and a violent economy." **Philly Thrive**
<https://www.phillythrive.org/about>

Key personnel of the CAMP team (specifically Tripathy and Winslow) are long-term, active members of *Philly Thrive*, our local, grass-roots, primary partner. Winslow is also a long-term, active member of POWER and of PAIPL, our interfaith/interracial supporting partners. POWER and PAIPL are supporters of *Philly Thrive*. So, all of our community engagement partners already have established robust, collaborative relationships.

Members of the CAMP team have previously installed AQ monitors in the Grays Ferry and Point Breeze neighborhoods on behalf of *Philly Thrive*. Affiliated environmental justice organizations including the *Clean Air Council*, as well as academic researchers at *Drexel University* and the *University of Pennsylvania*, have conducted AQ monitoring in the community. Dr. Tripathy was previously a postdoctoral fellow in *Environmental Health* at *Drexel*

University Dornsife School of Public Health; her academic specialization is AQ monitoring and exposure assessment. AQ monitoring devices that have been deployed in the community include Airnote, Purple Air, and Benzene samplers.

Our Grays Ferry and Point Breeze communities have been greatly disadvantaged by a lack of government attention to address the multiple environmental justice issues facing their children, families, and businesses. A desire to address the deleterious health effects of air pollution and the continuing environmental injustice has motivated local residents to organize for effective collective action, most notably the grass-roots organization *Philly Thrive* whose mission and current work statement explains: *We will continue to build people- power until everyone has a Right to Breathe, free from pollution, oppression, and a violent economy.* <https://www.phillythrive.org/about>

2 B. Community Engagement:

In collaboration with *Philly Thrive*, the CAMP project will convene a Community Air Quality Council (the “AQ Council”) consisting of 12 residents of Grays Ferry and Point Breeze. The AQ Council will meet no less than quarterly during the term of the project and more frequently as needed. The AQ Council will provide advice and assistance in the location/relocation of AQ monitors within their neighborhood. The AQ Council will help identify the priorities for the AQ information, education and training supported by this project. about air quality and the citizen science of the CAMP AQ monitoring system. AQ Council will provide feedback about efficacy of the CAMP community engagement and empowerment projects associated with our EPA AQM project.

The AQ Council will be convened for 2 years. Members of the AQ Council will receive a stipend of \$75 per year for their service (Budget Line Item 38 - \$3,750). We expect that the AQ Council will continue its environmental justice community support beyond our EPA Project Period. We anticipate that organizations including POWER, PAIPA, United South/Southwest Coalition for Healthy Communities and the Hilco Redevelopment Partners will underwrite the operating expenses of this initiative and ensure its continuity.

Working together with *Philly Thrive*, the CAMP project will hire six Community Air Quality Stewards (Stewards). The Stewards will be residents of Grays Ferry and Point Breeze. The Air Quality Stewards will receive advanced training to support the installation, operation, maintenance and protective care of the installed air quality monitors. They will promote our project and they will be liaisons for addressing community concerns, requests and insights related to the project. The Air Quality Stewards will provide “on the ground” assessment of the efficacy of our installations, data access and the interpretation of the results by our community. They will harvest recommendations for refinements and improvements of our program as the project progresses. And, they will help coordinate celebrations for our collective successes. Each of the Stewards will contribute 5 to 8 hours per week to the CAMP project, for which they will receive our budgeted rate of \$20 per hour. (Budget Line Item 37 - \$57,600).

3. ENVIRONMENTAL JUSTICE & UNDERSERVED COMMUNITIES:

Our Director of Community Engagement, Peter Winslow, is *Co-Convener of the Philly Thrive Clean-Up (Environmental) Education Circle*. For several years, this *Circle* has been providing teach-ins, publishing information, and otherwise helping the people who live in the vicinity of the former refinery multiple opportunities to better understand the environmental conditions that affect their health. AQ monitoring has been prominent in this program. The result of these programs has been an increased interest and urgency to expand community lead and community managed air quality monitoring in our neighborhoods.

The noteworthy *POWER* and *PAIPL* organizations bring different and complementary capacities to our AQM partnership. These organizations have a history of collaboration and, in fact, share staff. (Amani Reid is both *PAIPL Policy Engagement Manager* and a *POWER Climate Justice Fellow*.) Both organizations stand in solidarity with *Philly Thrive* and the *United S/SW Coalition*. They helped *Philly Thrive* launch their organization in 2015 and have been steadfast supporters ever since then.

PAIPL is engaged with the Asian, African, and other immigrant communities in South Philadelphia. These communities experience difficulties in connecting with other ethnic groups, and *PAIPL* is working to bridge these gaps in community connection and cohesion. Through the *CAMP* project, *PAIPL* will seek to broaden the outreach of Philly Thrive and to foster lasting relationships among individuals who are currently strangers. *PAIPL* is also interested in working with the *CAMP* team to establish an AQ monitoring network based on faith congregations in our community and throughout the Greater Philadelphia region. Outdoor AQ monitors located at houses of worship, supplemented by outdoor AQ monitors at the homes, schools, parks and businesses of congregants would provide an exceptionally detailed profile of the patterns of air pollution and air health for all who live and work in Southeastern Pennsylvania.

As active, trusted members, our leadership team for this project is deeply involved with *Philly Thrive* and other local environmental justice organizations that have a specific focus on air quality monitoring and public health education associated with reducing air pollution. We have already installed AQMs along the fence lines of the refinery and within the neighborhoods of our proposal area to measure air quality. We have organized and participated in multiple learning circles, workshops, and consulting sessions with Philly Thrive members and concerned community residents. We have learned that the Grays Ferry neighbors, and businesses want most to have easily accessible and unbiased measurements from their own trusted source for the health of the air they breathe. They want this air quality information to both guide their daily activities and support their public health advocacy efforts. They want trustworthy alerts and danger warnings as soon as possible when the quality of the air becomes a health risk. And they want their community to have emergency plans in response to air quality emergencies.

Our neighbors who have suffered for decades from the severe health effects of air pollution caused by the Refinery are now experiencing air pollution exposures from the debris, rubble and wreckage caused by the planned demolition of almost every structure on the site. For our Grays Ferry and Point Breeze residents, the air pollution is compounded by all the toxic emissions from the onsite heavy machinery, earth-moving, construction, hauling and trucking equipment that will be active on the site for many years. The often traumatized residents are not just concerned but they are understandably fearful that the poor and even dangerous air quality in their neighborhoods will not improve but decline even further from the increasing unhealthy particulate air pollution.

We are motivated to submit this proposal as a critical next step to reduce the stress, suffering and sickness in our beloved community. We believe that our proposed *Enhanced Air Quality Monitoring for Communities Project* will be of significant benefit to all those who live, work and play in Grays Ferry and Point Breeze. We hope that our air quality monitoring and community engagement programs will be a positive and helpful model to assist other communities in addressing similar environmental and equity injustices. We hope we can demonstrate how science-based environmental monitoring combined with public health education can empower communities to advocate for safe air quality so that we all can breathe safely.

4. ENVIRONMENTAL RESULTS – OUTPUTS, OUTCOMES & PERFORMANCE MEASURES:

4. A. Expected Project Outputs and Outcomes:

Outputs: Given the public health risks for our community, our project team has already begun projects that include installing and managing calibrated monitors and citizen science level AQMs to measure and document air toxins and pollutants in our Grays Ferry neighborhoods. Our proposed EPA AQM Project, the “Community Air Monitoring Program” *CAMP*, builds upon our community and technical field experience. The requested EPA funding will support the activities of this project for 30 months with the AQM equipment operating for 24 months. The first three months and last three months will be dedicated to launching the program, evaluating the project and implementing long-term operation of this project in our community. Our project will deploy 35 mid-cost AQMs for particulates and 50 citizen science AQMs to provide detailed air quality insights. We will integrate and install five anemometers to measure wind direction and wind speed. This meteorological wind data will provide further environmental data about the quality and conditions of the ambient air that moves through our neighborhoods. community.

We will configure community access to the AQM data in collaboration with our project partners at *Love My Air* and *AirSense*. Our data platform will provide our community with direct access to real-time AQM data via meaningful and easy-to-understand dashboards that display maps, graphs, charts, text, and color-coded alerts. Our *Community AQM Information System* includes the ability to send emails and text alerts to community members about air quality status and urgency or emergency alerts in both English and Spanish.

Our EPA AQM Project outreach includes our partnership with the School District of Philadelphia to provide Air Quality educational programs for students in K-12 that integrate data from our AQM installations. Our ongoing collaboration with the Love My Air / Denver Department of Public Health and Environment includes licensed promotional marketing materials for our Philadelphia outreach, STEM education and positive air quality-related behavior-change programming. We have previously designed our AQM device mounts to include interpretive signage with community air quality insights and directions for accessing related websites. Unique QR Codes on each sign will increase the ease of online access to the information and provide specific AQM insights for each specific location.

Outcomes: Pollutant concentration data generated by CAMP will be used for numerous advocacy goals. [1] Data will be made available to the United South/Southwest Coalition's prospective CBA oversight committee to ensure that air pollution-related CBA terms are upheld by Hilco. For example, the CAMP network could be used to examine potential concerns related to truck idling or increased pollution related to truck traffic at specific locations during different times of the day. [2] Data will be used to call Philadelphia Air Management Service's (AMS) air pollution complaint hotline in real time so that AMS can bring in reference equipment to examine locations of concern [3] Data will be used by the Air Quality Stewards to inform communities about any areas of concern and air quality events, as well as to provide overall education on air pollution in consultation with the CAMP research team.

Our proposed EPA AQM project is an extension and expansion of our current monitoring and educational efforts in Grays Ferry neighborhoods. Our community engagement methodology is to further mobilize the neighbors, businesses, schools, non-profit organizations, faith-based organizations, and health centers in our community in support of air quality monitoring, air measurement access, air quality information sharing, healthy air education, and air quality advocacy. Our grassroots coordination will be organized around groups of residents and businesses in self-defined geographic proximity. Each group will have a local *Air Quality Steward* to facilitate communications, logistics training, advocacy, and representation. We anticipate that there will be five *Air Quality Stewards* from our community for our EPA Project. They will support grassroots community engagement during their 24 months of participation. The *Air Quality Stewards* will be guided by our *Air Health Coordinating Council* and our *Air Health Advisory Board*.

4. B. Performance Measures and Plan:

Our project will establish specific goals for community engagement and empowerment as well as metrics with which to track progress toward achieving those goals. These metrics will provide qualitative and quantitative measures of [1] community concern about air quality, [2] community depth of knowledge about air quality issues, [3] community awareness of the CAMP system, [4] community participation in CAMP teach-ins and other public meetings, and [5] the prominence of air quality concerns in discussions between the United South/Southwest Coalition for Healthy Communities and Hilco Redevelopment Partners regarding a prospective Community Benefits Agreement. For the past several years during its "Right to Breathe" campaign, Philly Thrive has been conducting activities in the community related to these goals. Furthermore, Philly Thrive has conducted surveys of the community. During the first three months of the CAMP project, the team of Air Health Stewards under the direction of the Community Engagement Director will establish a baseline for each of the metrics developed to focus on these topics, based on the history of survey results, attendance at events, and participation in activities that occur prior to the project's inception.

Among the collaboration tools CAMP will employ to develop, manage, and track the program will be Google Forms that the Air Health Stewards will complete periodically and following specific events and actions. These forms will provide immediate feedback and create a record archive of what the research team is doing, how gaps in the program are identified and addressed, and about other activities related to the project. The research team will meet to discuss results and make adjustments to the process as needed.

Our AQ data repository provides open source access and trusted long-term storage of our community air quality data. Our public facing AQ data visualization interface provides multiple ways to access and interpret the data information. Our digital platform is an integration of *OpenAQ's* Global AQ archive, *SensibleIoT's AirSense* data display and the *Love My Air* AQ public data displays. Our AQ data and information is accessible via email, text messages, mobile devices, websites and interactive exhibits. We are committed to real-time public access to our AQ measurements and to ensure public access to all the AQ data generated by this project.

4 C. TIMELINE AND MILESTONES:

Year	Months	Core Timeline Activities	Core Timeline Milestone
1	1-4	<p>Launch: Initiate project engagement with community organizations. Review and approve final technical specifications; order equipment. Prepare initial online, email, social media and print communications for community education, engagement and inspiration.</p> <p>Configure: Community Teams partner in AQM location selection and participate in AQM installations. Hardware and software configuration, performance testing and on-site installation. Implement educational programs about air quality, environmental health and understanding the data patterns of AQM measurements. Promote and implement community information programs to explain the project and invite participation from community organizations, schools, faith-based groups and public agencies.</p>	<ul style="list-style-type: none"> ● Launch Project Teams ● Launch Community Engagement ● Launch Communications Plan ● Mobilize Community Organizations ● Launch: <i>Air Health Steering Committee</i> ● Launch: <i>Air Health Advisory Board</i>. ● Order Equipment ● Organize Community AQM Teams ● Configure Data Visualization ● Integrate and Install Equipment ● Performance Test System
1	5-12	<p>Activate: Begin operation of the configured AQM Systems and AQM Network and the communication sharing of Community Air Quality Monitoring. Operate information and help desk for community members to get answers to their questions, to get technical assistance and to notify the proper authorities about AQM urgences and emergencies. Maintain continuous technical monitoring of AQM equipment, software and community accessible AQM data visualization systems. Remediate hardware and software as needed. Prepare operational status reports. Convene <i>Community AQ Review Board and Advisory Board</i>. Harvest recommendations for enhancements and improvements via community meetings. Publish annual report.</p>	<ul style="list-style-type: none"> ● Implement Community AQ Educational Programs ● Activate, operate and maintain <i>Community AQM Network</i> ● Activate <i>Community AQ Communications Network</i> ● Review Progress with Launch: <i>Air Health Steering Committee</i> and <i>Air Health Advisory Board</i>. ● Celebrate
2	1-12	<p>Operate, Evaluate and Refine: Annual year overview, assessment and evaluation including community engagement, community participation, technical operations, project communications and project management. Prepare reports about operations, quality assurance reporting, accomplishments and challenges. Implement enhancements and refinements to improve community engagement, activities, operations and deliverables.</p>	<ul style="list-style-type: none"> ● Operate <i>Community AQM Network</i> ● Year 1 - Evaluation and Quality Assurance. ● Publish Year 1 Project Review Report ● Refine and Expand Community Engagement ● Planning for Project Continuation beyond Year Three. ● Celebrate
3	1-6	<p>Operate, Assess and Continuity Planning: Complete two full years of AQM operations and community engagement. Develop plans for continuing the project after the project concludes.</p>	<ul style="list-style-type: none"> ● Operate <i>Community AQM Network</i> ● Year 2 - Evaluation and Quality Assurance. ● Publish Year 2 Project Review Report ● Refine and Expand Community Engagement ● Planning for Project Continuation beyond Year Three.

3	7-9	Review, Report, Launch Continuity and Celebrate: Assess the efficacy of the project, document and develop reports of EPA, Community Partners, Technical Partners and General Public. Implement continuity plans. Celebrate.	<ul style="list-style-type: none"> ● Over All Evaluation & Quality Assurance. ● Publish Project Review Report ● Refine and Expand Community Engagement ● Launch Log-term Continuity Plan. ● Celebrate
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5. QUALITY ASSURANCE STATEMENT:

The Quality Assurance Project Plan is designed to ensure that best practices are applied so that the project timeline is adhered to, the project milestones are met, and the project obtains results that satisfy the project objectives. Quality Assurance practices will be applied to the equipment for the AQ monitoring system, the data collected by the system, and the information provided to the public by the system.

Analytical Methods: The primary pollutant of interest in this monitoring campaign is fine particulate matter PM_{2.5} (ug/m³). A subset of the devices used will also measure nitrogen dioxide (NO₂). The CAMP monitoring network will include three different air sensors: Clarity, Quant-AQ, and Airnote. Each type of device will have a separate QA/QC protocol.

Data and Records Management: CWF will manage the project database; track the inventory; order supplies and consumables when needed; operate, calibrate, and perform quality control (QC) checks on analyzers/samplers; and arrange for preventive maintenance and any instrument repairs needed. All data that is downloaded for QA/QC purposes will be stored in a Google Drive Folder maintained by the CAMP team. All monitor locations and IDs will be recorded and maintained both in an electronic log sheet as well as spatially in a GIS geodatabase using ArcMap (ESRI, Redlands).

Clarity, Quant-AQ, and Airnote Co-location and QA/QC: The Clarity sensors will be calibrated with reference instruments in a detailed collaborative process with the Clarity QA/QC team. Before deployment, Quant-AQ monitors will be co-located with Clarity nodes and Airnote sensors will be co-located with Quant-AQ monitors. Data from this initial co-location will be downloaded and plotted to examine trends, percent difference, spearman correlations, R squared, and root mean square error (rmse). Once this initial co-location is complete, monitors will be moved to locations based on the site plan developed with the Air Health Stewards, Air Quality Council, and CAMP project team. Two Airnote sensors will be placed together at each site continuously at each site to ensure precision and reduce the risk of faulty sensors. Data will be examined monthly to assess that the percent difference between the two instruments is less than 20%. Instruments that do not meet this requirement will be removed. Quant-AQ monitors will be co-located for two weeks every 6 months to assess precision and then will be moved back to their sites.

The full version of our QA/QC plan can be found in Appendix XXX

6. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

Clean Water Fund is a national IRC §501(c)(3) organization. Operations are supported by staff in 12 states and the District of Columbia.

6. A. PAST PERFORMANCE: Assistance agreements performed within the past 3 years include:

1. EPA Grant # 00A00547 (EPA Region 1) - 2020 Healthy Communities Grant Program (MA)

Get Lead Out of Drinking Water in Massachusetts (Grant amount: \$17,627) - This agreement for the conduct of a program to reduce exposure to lead in drinking water in Malden, MA was successfully managed and completed

in accordance with project specifications and deliverables.

2. NOAA Grant # NA15N0S4630143 - (July) 2017 ReThink Disposable Program (CA)

ReThink Disposables - This agreement for the conduct of a program to expand a program of recycling and waste disposal education and behavior modification, coupled with implementation of a street litter monitoring protocol, in the San Francisco Bay area was successfully managed and completed in accordance with project specifications and deliverables.

3. Toxics Use Reduction Institute (TURI) - 2020 Community Grant Program (MA)

Safe cleaning and disinfecting in the age of COVID19 (Grant amount: \$20,000) - This agreement for the conduct of a program to educate the public about avoiding toxic chemicals in cleaning and disinfecting products in Massachusetts was successfully managed and completed in accordance with project specifications and deliverables, including the pass-through of funds for 3 partners.

4. Barr Foundation - 2017-2019 & 2019-2022 Climate Program (MA & CT)

Delivering on the Promise of State Climate Leadership (Grant amounts: \$200,000 per year) - This agreement for the conduct of a program to develop and initiate multiple projects that address climate change, air pollution, and environmental injustice in Massachusetts and Connecticut was successfully completed in accordance with project specifications and deliverables during 2017-2019. A subsequent agreement to further implement the projects during 2019-2022 is currently underway and on-track for completion in accordance with project specifications and deliverables.

5. John Merck Fund - 2019, 2020, & 2021 Grant Programs (MA)

Mass Power Forward (Grant amounts: \$150,000 (\$50,000 per year) in 2019, 2020, and 2021 - These successive agreements for the conduct of a program to advance Massachusetts toward a safer, healthier, and more just economy that is powered by local, clean, renewable energy sources and will reduce global warming pollution to zero while advancing climate justice were successfully managed and completed in accordance with project specifications and deliverables, including pass-through of funds to 6-14 coalition partners.

6. B. REPORTING REQUIREMENTS:

For all agreements listed in Section 6A, the reporting requirements were met, all reports were submitted in a timely manner, and the expected outputs and outcomes of the projects were achieved. For the EPA Healthy Communities Grant we requested an extension to the grant period in order to complete one task that had been delayed due to the continued complications of COVID 19. The extension was requested of our Program Officer and granted via email and was later formalized in an official assistance agreement amendment by EPA. When the final financial report was submitted, EPA staff alerted the Clean Water Fund to some mistakes in the final report which we corrected and submitted in a revised final financial report. None of these grants/assistance agreements required technical reports. For the EPA and TURI grants all materials were reviewed and approved by EPA and TURI staff respectively.

6. C. STAFF EXPERTISE:

The Clean Water Fund is governed by a board of directors. CWF's President and CEO has been with the organization for 30 years and has been CEO for 12 years. Clean Water Fund is experienced in grant management and qualified to direct this project. For a half-century, our organizing model has relied on direct canvassing and community outreach, which are essential components of the Community Air Monitoring Program (CAMP) and fulfillment of its community engagement and community empowerment mission.

The Project Financial Officer is Dianne Akabli, the national CWF Assistant Director of Finance. She will supervise and manage the project finances, administration and reporting. She will devote, on average, 4 hours per week at a rate of \$40 per hour to project oversight, controllership, and reporting over the 130 weeks of project activity, a total of \$20,800. Dianne has worked with Clean Water for 23 years and has a deep background in financial management. Her responsibilities include supervision of the finances for all of the 16 CWF offices around the country.

The Project Director is Maurice Sampson II, the CWF Director of Operations for Southeastern Pennsylvania. He will oversee implementation of the CAMP concept by the Collaboration Team: Peter Winslow, Community Engagement Director, Sheila Tripathy, Air Pollution Exposure science Director, and Craig Johnson, Education and Community Communications Director. The Collaboration Team, operating from within Philly Thrive and in coordination with Jonathan Leibovic, the Philly Thrive Resource Coordinator, will organize, train, support, and supervise the 6 Community Air Quality Stewards and the members of the Community Air Quality Council, as described previously at Section 2.A. and 2.B.

7. PROGRAMMATIC BUDGET:

7. A. Budget Detail:

Line Item & Itemized Cost	Subtotal
Personnel - Clean Water Fund	
Project Financial Officer - Dianne Akabli	\$ 20,800
Project Director - Maurice Sampson II	\$ 15,600
Total Personnel	\$ 36,400
Fringe Benefits	
35% of Salary and Wages @ 35% x Total Personnel - Retirement, Health Benefits, FICA, SUI	\$ 12,740
Total Fringe Benefits	\$ 12,740
Travel	
Mileage for Staff: \$65 mi/mo @ \$.17/mi x 30 months	\$ 1,950
Total Travel	\$ 1,950
Equipment and Technical Operations	
Airnote PM monitors - 50 units operating 24 months	\$ 9,750
Clarity - 24 units operating 24 months	\$ 49,800
Modulair PM™ + solar kit - with anemometer - 4 units operating 24 months	\$ 9,800
Configuration, mounting, signage, activation and installation supplies	\$ 14,135
Digital dashboard, data visualization and community data access operations	\$ 16,800
Updates, Maintenance, Operation - 24 months	\$ 13,200
Total Equipment	\$ 113,485
Project Communication & Engagement: Support, Materials, Supplies	
Community Outreach - Printed Materials (Philly Thrive + Team)	\$ 4,325
Community Engagement - Meetings & Events & Reports (Philly Thrive + Team)	\$ 2,750
Community Digital Interaction - Text & Social Media (Philly Thrive + Team)	\$ 6,250
Community AQ Online and Digital Media - Functionality & Content (Team)	\$ 11,275
Community Education & Interpretation - Materials and Supplies	\$ 9,750

Total Supplies		\$ 34,350
Contractual Staff		
Collaboration Team		
Community Engagement Director - Peter Winslow		\$ 30,000
Air Pollution Exposure Science Director - DR. Sheila Tripathy		\$ 30,000
Education and Community Communications Director - Craig Johnson		\$ 30,000
Technical Implementation and Operations Associate		\$ 12,000
Advisory Board Honoraria - 8 Advisors @ \$150 each per year 2 years		\$ 2,400
Philly Thrive		
Community Air Quality Stewards: 6 members for 2 years @ \$20 hour		\$ 57,600
Community AQ Council Stipends - 12 members/year for 2 years @ \$75/year		\$ 1,800
Total Contractual		\$ 163,800
Other		N/A
Indirect Charges		N/A
Total Funding		\$ 362,725
Total Project Cost		\$ 362,725

7. B. Reasonableness Of Costs:

Each Line Item in the 7.A. *Budget Detail* is described in the appropriate section of the *Project Narrative* above in relation to the *Scope of Work*. These costs are summarized on the SF-424A form. Subawards will not be issued.

The Collaboration Team has received quotes from AQ monitor manufacturers and other vendors of goods and services anticipated for the CAMP project. Stipends and honoraria are consistent with previous practices in Philadelphia.

7. C. Expenditure Of Awarded:

All expenditures for the project will be invoiced and disbursed in accordance with established Clean Water Fund practices as controlled by the Project Financial Officer. Each expenditure will require pre-authorization and be in conformity with the Project Timeline.

Disbursements will be supported by appropriately reviewed and approved invoices, vouchers, and timesheets. Submissions of documentation will be prepared by the Collaboration Team, reviewed and verified by the Project Manager and authorized for payment by the Project Financial Officer. Progress reports will be prepared monthly by the Collaboration Team. Project financial statements and reports will be reviewed by the independent auditors for CWF in the course of the annual engagement by the CPAs for the CWF to assure compliance with EPA guidelines, adherence to CWF internal controls, and conformity with generally accepted accounting principles.

Community Air Monitoring Program (CAMP) Quality Assurance Plan

Purpose and Applicability: Clean Water Fund and its partners are proposing this Quality Assurance Project Plan in support of our Community Air Monitoring Program (CAMP) proposal for the Grays Ferry and Point Breeze neighborhoods of South Philadelphia. Project Partners for community engagement and community empowerment include Philly Thrive, POWER, and Love My Air. Project Partners for citizen science air quality monitoring include Airnote, Clarity, QuantAQ, and AirSence. Each of the Project Partners agree jointly to the quality assurance approach described by this plan. The project's overall Quality Assurance Manager will be Sheila Tripathy, who is the Air Pollution Exposure Science Director of the CAMP project. She will be responsible for assuring the quality of technical and scientific aspects of the project. For the non-technical aspects of the project, she will be assisted by the Deputy Quality Assurance Manager, Peter Winslow, who is the Community Engagement Director for the CAMP project.

Community Air Quality Stewards: The CAMP Community Air Quality Stewards will be trained by CWF and the vendor Project Partners in the installation and maintenance of CAMP equipment. CAMP will "train the trainers," so the Stewards can support members of the Community Air Quality Council and Council members can inform their neighbors about AQ issues and conditions in the community.

Analytical Methods: The primary pollutant of interest in this monitoring campaign is fine particulate matter $PM_{2.5}$ ($\mu g/m^3$). A subset of the devices used will also measure nitrogen dioxide (NO_2). The CAMP monitoring network will include three different air sensors: Clarity, Quant-AQ, and Airnote. Each type of device will have a separate QA/QC protocol. *Clarity:* $PM_{2.5}$ is measured using laser light scattering with remote calibration 0-1000 $\mu g/m^3$ 1 $\mu g/m^3$ resolution Accuracy: $< 100 \mu g/m^3$: $\pm 10 \mu g/m^3$; $\geq 100 \mu g/m^3$: within $\pm 10\%$ of measured value. NO_2 [ppb] is measured using an electrochemical cell with remote calibration 0-3000 ppb 1 ppb resolution. *Quant-AQ:* This sensor node measures PM_1 , $PM_{2.5}$, and PM_{10} estimates as well as number concentrations for particles between 0.35 μm and 40 μm . *Airnote:* These sensors count suspended particles in sizes of 0.3, 1.0, 2.5 and 10 μm . These particle counts are processed by the sensor using an algorithm to calculate the PM_1 , $PM_{2.5}$, and PM_{10} in $\mu g/m^3$.

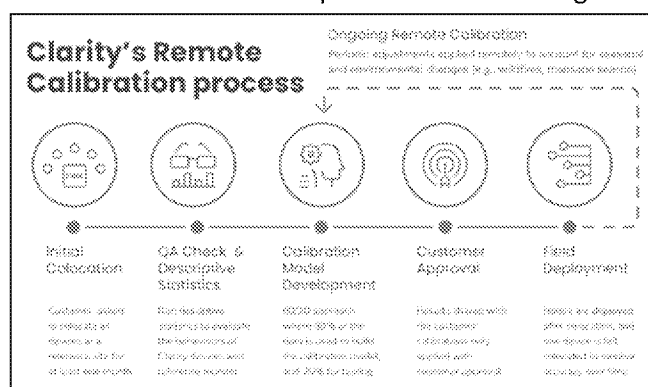
Data and Records Management: CWF will manage the project database; track the inventory; order supplies and consumables when needed; operate, calibrate, and perform quality control (QC) checks on analyzers/samplers; and arrange for preventive maintenance and any instrument repairs needed. All data that is downloaded for QA/QC purposes will be stored in a Google Drive Folder maintained by the CAMP team. All monitor locations and IDs will be recorded and maintained both in an electronic log sheet as well as spatially in a GIS geodatabase using ArcMap (ESRI, Redlands).

Quality Objectives and Criteria with Clarity: The CAMP team will collaboratively establish and operationalize a continuous project Quality Assurance Plan with Clarity in three steps. *Planning:* The Clarity team will develop a QA plan jointly with CAMP to ensure the quality and robustness of data. This includes identification of appropriate colocation sites (including existing colocation activities), characterization/review of the initially proposed sensor locations, and agreement on key metrics required for consistent QC. *Implementation:* The CAMP project team will work jointly to implement the QA plan, including setting up colocations with regulatory FEM/FRM monitors. Clarity will develop project or region-specific calibration models to adjust the data to a reference monitor, which will be applied to the data in real time. The Clarity Dashboard provides information about ongoing calibration and sensor performance and continuous support is available from the project management team. *Assessment:* Assessment of sensor network metrics and calibration performance will be done by Clarity in partnership with CAMP using industry standard metrics for performance evaluation and QA/QC.

Quality Control (QC) Activities: The project team will work to jointly define QC activities to ensure adequate data quality, including developing logic for QA/QC flags which can be used to filter out invalid data, leveraging logic Clarity have developed previously. Clarity is developing QA/QC procedures to further ensure data quality adequate to support project goals. Many of these planned additions, including refining device status and the addition of automatic QA/QC flags, will be completed during the project timeline.

Clarity QA/QC Team: The Clarity project team includes Dr. Meiling Gao (Chief Operating Officer), who has extensive experience managing low-cost network sensors across the world. Katie Moore, MPH (Environmental Project Manager), has supported management of large and small-scale air quality networks with a focus on environmental justice and community-led monitoring efforts. Levi Stanton (Lead Solutions Engineer) has demonstrated expertise developing robust calibration methodologies and has led numerous projects funded by the EPA using low-cost sensors across the world.

Colocation and Clarity's Remote Calibration Process: The Clarity team will work with CAMP to develop a colocation and calibration plan to fit the team's goals and resources. Clarity's Remote Calibration Process



allows for calibration models to be updated with additional data and applied to the raw data in real-time. The raw data for all Clarity Nodes is always retained and available in the Clarity Dashboard and API. The Project Team can continuously view the performance of calibration models / correction factors in real-time from sustained colocation sites to ensure continued performance via the Clarity Dashboard.

Quant-AQ and Airnote Co-location and QA/QC: The Quant-AQ monitors will first be co-located with the Clarity nodes for the initial co-location described above. Next, all Quant-AQ monitors will run at an outdoor location for two weeks and co-located with the Airnote sensors. Data from this initial co-location will be downloaded and plotted to examine trends, percent difference, spearman correlations, R squared, and root mean square error (rmse). Once initial co-location is completed, monitors will be moved to locations based on the site plan developed with the AQ Stewards, AQ Council, and CAMP project team. Two Airnote sensors will be placed together at each site continuously to ensure precision and reduce the risk of faulty sensors. Data will be examined monthly to confirm an equipment differential of less than 20%. Instruments not meeting this requirement will be removed. Quant-AQ monitors will be co-located for two weeks every 6 months to assess precision and then will be moved back to their sites.

Site Selection and Representativeness: Site selection will be determined using a combination of geographic information system (GIS)-based source indicators (e.g., distance to Hilco site, traffic density) and sites chosen by community members based on their lived experience. Monitors will also be placed both upwind and downwind of the Hilco site to assess air pollution in reference to wind direction. Monitors will be placed either 8-10 feet on telephone poles or outside resident's homes. A list of criteria will be used to select each site including information on nearby construction, distance to bus stop, tree cover etc. Final sites will be examined using a GIS to ensure adequate spatial coverage to assess pollutant variability across areas. As the project progresses monitors may be moved to examine areas of interest. E.g., if Airnote data suggests potential hot spots, Quant-AQ or Clarity nodes will be moved to assess the location with increased accuracy to determine if further information/action is required.

Manifest for Grant Application # GRANT13580596

Grant Application XML file (total 1):

1. GrantApplication.xml. (size 28699 bytes)

Forms Included in Zip File(total 6):

1. Form ProjectNarrativeAttachments_1_2-V1.2.pdf (size 16034 bytes)

2. Form SF424_3_0-V3.0.pdf (size 24209 bytes)

3. Form SF424A-V1.0.pdf (size 23228 bytes)

4. Form EPA4700_4_3_0-V3.0.pdf (size 22884 bytes)

5. Form OtherNarrativeAttachments_1_2-V1.2.pdf (size 15907 bytes)

6. Form EPA_KeyContacts_2_0-V2.0.pdf (size 37569 bytes)

Attachments Included in Zip File (total 6):

1. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1237-CWF - IRS Tax Exempt Letter Jan 2014.pdf application/pdf (size 65502 bytes)

2. ProjectNarrativeAttachments_1_2 ProjectNarrativeAttachments_1_2-Attachments-1238-Community Air Monitoring Project (CAMP).pdf application/pdf (size 559161 bytes)

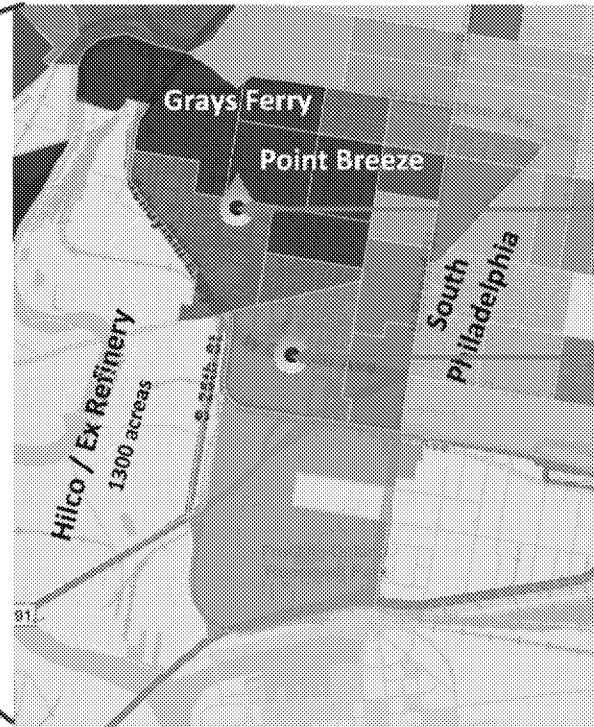
3. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1235-CAMP Partnership Ltrs.pdf application/pdf (size 3066101 bytes)

4. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1236-Non-Canvass Employment Handbook January 2019.pdf application/pdf (size 431593 bytes)

5. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1234-Quality Assurance Statement.pdf application/pdf (size 226424 bytes)

6. SF424_3_0 SF424_3_0-1239-Area in Philadelphia Affected by Project.pdf application/pdf (size 1836726 bytes)

Area in Philadelphia Affected by Project



Philly Thrive
Community Engagement
HQ location



AQM AMS
City of Philadelphia
Monitoring location